ORDER

4650.30

MANAGEMENT AND CONTROL OF NAS F&E PROJECTS/MATERIEL

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DEPARTMENT OF TRANSPORTATION
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Initiated By: ASM-722

FOREWORD

This order prescribes the procedures required to implement the policies managing and controlling National Airspace System (NAS) facilities and equipment (F&E) projects contained in the latest edition of Order 4650.7, Management of NAS F&E Project Materiel.

This order tells personnel working at all levels in the area of NAS F&E project materiel management how to do what is expected of them. The contents have been prepared on an agency-wide basis; therefore, individual organizations may supplement these procedures with specific guidelines and instructions peculiar to their needs.

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for Joaquin Archilla
Deputy Director, System
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SECTION 1. STANDARD INFORMATION

1-1. PURPOSE. This order prescribes the procedures required to execute the policies regarding the management and control of NAS F&E project materiel contained in the latest edition of Order 4650.7, Management of NAS F&E Project Materiel.

1-2. DISTRIBUTION. This order is distributed to the branch level within the office of the Associate Administrator for Airway Facilities, System Management, NAS Transition and Implementation, Operational Support, Facility System Engineering, NAS Program Management, NAS System Engineering, Operations Research, Research and Development Services, the Program Manager for Advanced Automation, the Program Directors for Automation, Communications, Navigation and Landing, Surveillance, and Weather and Flight Service Systems, the Offices of Accounting and Budget, and the Office of the Associate Administrator for Contracting and Quality Assurance in Washington; to the division level within the regions with section level distribution within logistics, accounting, and airway facilities offices; to the division level at the Aeronautical Center with branch level distribution within the FAA Logistics Center and the FAA Academy; to the division level within the FAA Technical Center with branch level distribution within the Engineering, Test, and Evaluation and Resource Management Services; and to all field offices and facilities with a standard distribution.

1-3. CANCELLATION. Order 4650.22D, Vendor Direct Shipments of NAS F&E Project Materiel, dated October 18, 1990, is cancelled.

1-4. BACKGROUND. This order was developed to provide procedural guidance in relation to various aspects of NAS F&E projects/materiel. The issuance of procedural guidelines was mandated in Order 4650.7. Appendix 1 to Order 4650.7 contains the functional titles and definitions used throughout this order. This order, together with the policy order (4650.7), and various automated systems' user guides, make up an easy-to-use collection of NAS F&E project/materiel management information.

1-5. FORMS AND REPORTS. Appendix 1, Sample Forms and Reports, contains copies of sample forms and reports cited in this order.

1-6. DEFINITIONS, ACRONYMS, AND RELATED PUBLICATIONS. Appendix 2, Terms and Definitions, contains a listing of the terms and definitions mentioned in this order for the management of F&E project materiel. Appendix 3, Acronyms, contains a listing of the acronyms used in this order. Appendix 4, Related Publications, contains a listing of publications identified by this order.

1-7. OBJECTIVES. The basic objectives of the NAS F&E project materiel management system are to:

a. Ensure agency assets held in F&E inventory are utilized for program requirements prior to initiating procurement action.

b. Minimize project materiel inventories through disposal of assets when a program requirement for those assets no longer exists and to schedule acquisition actions so that materiel is delivered at the time of need and to the point of use.

c. Ensure materiel requirements planning for approved programs is accomplished to provide for adequate and timely development of maintenance and logistics support, procedures, and requirements.

d. Ensure project materiel is used for its budgeted purpose except as authorized by the program manager or to satisfy an emergency operational requirement.

e. Facilitate interfaces between agency systems and operations to maintain property accountability and supply support of project materiel as well as reduce administrative costs.

SECTION 2. AUTOMATED DATA PROCESSING (ADP) SYSTEMS

1-8. LOGISTICS AND INVENTORY SYSTEM (LIS)/PROJECT MATERIEL MANAGEMENT SYSTEM (PMMS).

a. PMMS is a subsystem of LIS. It provides the mechanism by which program offices manage their project materiel requirements until the project has been completed and "closed out"; e.g., when the assets are handed off to one of the agency's in-use property management systems. Projects for the installation or modification of NAS are entered into PMMS by the applicable program office whenever nationally furnished project materiel will be provided. Most originate from approved project materiel lists (PML) established during the budget process (whether or not funding has been authorized).

b. PMMS accumulates project materiel requirements from regional and headquarters program offices on a daily basis and compares those requirements against the NAS F&E inventory. It produces reports of project status, materiel asset requirements, and allows for on-line requisitioning. Internal processing takes place on daily, weekly, monthly, and quarterly intervals, depending on the process involved. This allows for effective project management, control, and utilization of assets to fulfill project requirements.

c. PMMS Users.

(1) Washington Program and Item Managers. These individuals use PMMS to establish NAS F&E projects during the budget cycle. They manage the projects within PMMS until the projects have been completed and closed out.

(2) Regional (Center) Project Materiel Managers. These individuals use PMMS to track the status of national projects, change (or request changes to) projects/assets, and requisition materiel from the FAA Logistics Center (FAALC).

(3) FAALC F&E Item Managers. These individuals use PMMS to manage their NAS F&E items and to establish and maintain due-in dates for materiel to be repaired when the FAALC has support responsibility.

(4) All Others. These individuals can query PMMS.

d. Two PMMS user guides have been developed to provide users with the skill necessary to properly use the system, regardless of the functions they are to perform. The main guide (national stock number (NSN) 0056-00-480-0101) can be used by all levels of users. A separate, smaller, query-only guide (NSN 0056-00-480-0100) was developed for those individuals with a "query only" security level. Both are available from the FAALC and contain in-depth information as to how the various programs within the system work, a detailed screen entry section, an error code listing, and a comprehensive data dictionary.

1-9. REGIONAL PROJECT MATERIEL MANAGEMENT SYSTEM (RPMMS). RPMMS serves as the means for physical inventory management and financial control over project materiel. This management and control is required from the time the project materiel is received in a region until it has been closed out of the system and moved to one of the agency's in-use systems (for real or personal property) or accounted for in another manner (e.g., expensed). RPMMS is a nationally managed, regionally distributed system.

a. RPMMS users.

(1) F&E Project Materiel Managers. These are individuals within the regional Logistics divisions who use RPMMS to control NAS F&E project materiel within their region. This includes entering and maintaining project materiel data into the RPMMS and controlling batch numbers and transaction codes affecting project materiel cumulative reports. The only exception is the "header" data, downloaded into RPMMS from a Department Accounting and Financial Information System (DAFIS) tape at month-end processing. RPMMS is not used for Aeronautical or Technical

(2) Regional Accounting Personnel. These individuals use the system to control the financial transactions entering DAFIS relating to regional project materiel management. This includes entering "header" data into the RPMMS.

(3) Airway Facilities (AF) and Field Users. These individuals use the system for on-line query. This capability enables them to print a project materiel cumulative (PMC) report when required; e.g., for pre-joint acceptance inspection (JAI) inventory.

(4) All Headquarters, Regional, Center, and Field Users. These individuals can access RPMMS to query its "Consolidated Part 2 Inquiry" option. This option resides in Central Region's data base. It must be accessed using a standard user identification and password which can be obtained from their local ADP personnel. It is used to determine if another region has unassigned project materiel which may be available to fulfill a requirement.

b. Once an item is received in a region, it is entered into the RPMMS. It could be received from a national source (directly from a Washington headquarters contractor or the FAALC), from a Department of Defense (DOD) or other Government agency procurement, through a regional contractor, purchased locally, or transferred from another region. Depending on the materiel class (MC) assigned, it will be loaded into either "PMC Part 1" or "PMC Part 2." PMC Part 1 is materiel assigned to a specific NAS F&E project (identified by a job order number or JON). PMC Part 2 contains materiel which is not assigned to a NAS F&E project, but is held in general inventory for a period of time. The information contained in the RPMMS provides regional logistics and accounting offices data necessary for effective inventory and financial management and control of NAS F&E project materiel.

c. Two RPMMS user guides have been developed to provide various users with the skill necessary to properly use the system, regardless of the functions they are to perform. The main guide (NSN 0056-00-480-0142) can be used by all levels of users. A separate, smaller query-only guide (NSN 0056-00-480-0143) was developed to be used by those individuals with a "query only" security level. Both are available from the FAALC and contain in-depth information as to how the various programs within the system work, a detailed screen entry section, an error code listing, and a comprehensive data dictionary.

1-10. PROJECT MATERIEL SHIPPING/RECEIVING SYSTEM (PMSRS).

a. The agency's method of controlling property and ensuring records management for vendor shipments of nationally procured project materiel is by means of the PMSRS, a subsystem of LIS. It replaces the previous manual system of preparing and distributing the 12-part FAA Form 4500-1, Project Materiel Shipping Notice/Receiving Report. It provides system control plus individual user-group review, comment, and/or update capabilities. The PMSRS serves as the mechanism for providing:

(1) Shipping information to the contractor.

(2) Shipping notice to the consignee.

(3) Receipt information to all offices concerned.

(4) The assurance of proper accountability records for both physical and financial control.

b. System Benefits.

(1) Of major benefit to the user is the ability to work in an automated, on-line environment with essential system edits to guarantee complete and accurate transaction documentation. PMSRS serves a large and diverse combination of offices: Washington headquarters program management, transportation, contracting, quality assurance, and accounting offices. It is also used by regional and center project and materiel managers, accounting offices, contracting officers (CO), and regional/field/center consignees.

(2) Regional Accounting Personnel. These individuals use the system to control the financial transactions entering DAFIS relating to regional project materiel management. This includes entering "header" data into the RPMMS.

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(2) Users have the capability to view, review, and print transactions at any time.

(3) Regional, center, and field personnel will receive immediate, electronic notification of impending shipments. This allows time to make sure any necessary equipment, storage space, and personnel are available prior to the shipment.

(4) Discrepancies should be reduced substantially due to editing and advance notification that a conflict was detected. This will facilitate swift receipt and acceptance, allowing accounting offices to take advantage of fast pay discounts.

c. Seven separate PMSRS user guides have been developed. They are available from the FAALC and contain in-depth information as to how the various programs within the system work, a detailed screen entry section, an error code listing, and a comprehensive data dictionary. Each was directed toward a specific organization's function as follows:

(1) Washington HQ User Guide, NSN 0056-00-480-0165

(2) Program Manager User Guide, NSN 0056-00-480-0166

(3) Transportation Office User Guide, NSN 0056-00-480-0167

(4) Regional User Guide, NSN 0056-00-480-0163

(5) FAALC Receipt/Acceptance User Guide, NSN 0056-00-480-0168

(6) Quality Reliability Officer User Guide, NSN 0056-00-480-0169

(7) Inquiry User Guide, NSN 0056-00-480-0170

1-11. DAFIS. This is the Department's accounting system used to track dollars authorized, obligated, and expended for NAS F&E projects, segregating expenditures by the source of funds (national, regional, or other).

1-12. REGIONAL TRACKING PROGRAM (RTP). The RTP is made up of several software modules: F&E Program Budget, Regional Project Management System (RPMS), the Personnel Resource Module, and the Material Delivery Forecast Module (MDFM). The RTP software provides for budgeting, planning, scheduling, and controlling F&E projects.

a. The RTP F&E budget module supports the development of detailed cost estimates through the capability to initiate project data, develop cost estimates and materiel lists, attach justification narratives, generate reports, and prepare annual budget documents for submission to the Assistant Administrator for Budget & Accounting (ABA) in response to the F&E Call for Estimates.

b. The RPMS provides comprehensive budget planning, scheduling, monitoring, statusing, and controlling tools for NAS F&E projects. It is a personal computer (PC), local area network (LAN) based system. It integrates all facets of the NAS F&E project life cycle, from project conceptualization and budgetary approval through closeout action.

c. The MDFM identifies future project workload by providing long-term (e.g., 2 to 10 years prior to actual project authorization) delivery estimates for all F&E major end-items. Delivery dates in the MDFM are the best dates available to the program manager, based on planning schedules or those established in contracts. MDFM's goal is to account for all major end item delivery information on all NAS projects as well as regionally generated F&E projects.

CHAPTER 2. PROJECT INITIATION STAGE

2-1. PROJECT INITIATION/ORIGINATION.

a. The Aviation System Capital Investment Plan (CIP) is both the forerunner and driver of F&E projects.

b. NAS F&E projects are initiated through the CIP process. The CIP is a living document identifying projects and requirements competing for funding through the F&E budget process.

c. When a new project is conceived (establishment, replacement, modernization, maintenance, etc.), the originating office will forward a Mission Need Statement (MNS) narrative to the appropriate headquarters office (AAF, AAT, etc.) to solicit sponsorship. The sponsor is responsible for developing the MNS which, with other associated documentation, establishes a requirement that competes with other requirements to be placed in the CIP. Figure 2-1 illustrates a portion of a completed MNS. Additional information can be found on MNS's in the latest edition of Order 1810.1, Acquisition Policy.

d. Schedules and baseline funding projections are developed concurrently with requirements identification. This is the process whereby the program office estimates total program funding requirements and develops schedules. These funding requirements and schedules are submitted along with the project within the CIP process.

e. The CIP Steering Committee meets to review proposed projects and make recommendations to the Administrator for placement in the CIP. Once in the CIP, the requirements are recognized as valid agency projects. All projects in the CIP are identified by a unique CIP project number; e.g., 34-06, instrument landing system (ILS), and compete annually for funding.

2-2. F&E CALL FOR ESTIMATES (CALL). The agency's annual F&E budget is developed in response to the F&E Call which is issued annually.

a. During June (28 months prior to the beginning of the applicable fiscal year) the program offices develop Call narratives for submission to the Office of Budget (ABU). ABU, in turn, reviews the narratives and project codes prior to publishing the Call.

b. During October (23 months prior to the beginning of the applicable fiscal year) ABU publishes the final Call via the latest edition of Order 2500.55, Call for Estimates, Facilities and Equipment (F&E) (RIS: BU-2500-4).

c. Prior to receipt of drafts of the Call, regions/centers begin preliminary planning on the development of their budget input. The requirements are finalized through the automated F&E budget module.

d. Processing the Call.

(1) When regional input is required by the Call, the regional AF divisions provide budget estimates, narrative justifications, and project materiel lists for each site location.

(2) The regional AF planning office distributes the Call and solicits input from field offices and other divisions for requirements and justifications. This input is returned for validation and will be forwarded to the regional F&E engineering office for development of budget estimates and materiel and labor resource requirements. As part of this process, the information is loaded into the F&E budget module.

FIGURE 2-1. MISSION NEED STATEMENT ILLUSTRATION

NAS Program Initiative
Part I - Mission Need Statement

1. Title: Sustain/Relocate Air Route Surveillance Radar (ARSR)

2. NPI Number: 0022

3. Originator: Donald E. Johnson

4. Organization: AKR-110

5. Date of Origination: 12/10/91

6. Phone No.: 606-4574

7. Sponsor's Organization: ATR-1

8. Mission Need: FAA has responsibility for providing an integrated ground-based surveillance system for U.S. airspace. Mission responsibility for the airspace has been established by national transportation policy to manage the air traffic control system to maximize efficiency and use of system capacity, and ensure that existing facilities are used to the best advantage.

The FAA mission is to provide for safe passage of aircraft while reducing delays and minimizing other economic penalties for airspace users and, at the same time, provide for improving the cost-effectiveness of systems operations.

In order to accomplish its assigned mission for the safe movement of aircraft in U.S. airspace, FAA needs the following capabilities:

(a) A surveillance capability to obtain timely and accurate position information so that air traffic controllers can determine the distance between aircraft to avoid potential aircraft conflicts.

(b) A surveillance capability to assist controllers in providing air traffic control services for large amounts of airspace.

(c) A capability to maintain the surveillance element of the air traffic control system at a high degree of operational readiness.

9. Current Capability

(a) Description: The current inventory of FAA Air Route Surveillance Radars are sited at those locations which were deemed necessary to meet air traffic surveillance coverage requirements in terms of range, azimuth and altitude at the time of installation.

(b) Deficiencies: With the passage of time, several factors singly or in combination have caused ARSR's to no longer provide the surveillance coverage (range and/or azimuth and/or altitude) that the air traffic control (ATC) system requires. These factors are site dependent and include such parameters as new residential or business construction or vegetation (tree) growth which blocks azimuthal or altitude coverage; legal, zoning or environmental or community relations/health considerations which have dictated a change in radar operating parameters which degrades system performance; a change in the air route structure or a change in ATC procedures or coverage requirements which have caused the radar to no longer meet surveillance requirements.

(a) The AF planning office enters "header" information (for projects other than national program items) which relates to the project itself. At this time the system assigns a JON and a budget log number for tracking. The JON is used to track a specific project throughout its life cycle, while the budget log number is used exclusively in the F&E budget module.

(b) Justifications are tied to the header records in the F&E budget module by the budget log number. The AF engineering office adds materiel and personnel resource requirements to the header information. In addition to national program items, funds are provided for regional-specific requests. Regional projects are estimated in the same manner as national projects. Upon completion of all estimates, the regions prioritize national and regional projects separately.

(3) Each regional administrator and center director approves and forwards a signed hard copy of their submission to ABU. The entire RTP database that supports the submission is electronically forwarded to the headquarters RTP program office in the NAS Transition and Implementation Service, F&E Resource and Planning Division, ANS-100. The headquarters RTP system is then used to input headquarters submissions and to price and validate region and center submissions. The entire priced and validated submission, when complete, is then electronically forwarded from the headquarters RTP program office to ABU.

(4) Regional F&E engineering and planning personnel develop project networks to track and schedule out-year projects and personnel resources. Activities within the networks (e.g., electronic and plant engineering, construction, flight checks, etc.) are linked to define various aspects/time lines of projects. Networks are used to generate various scheduling and resource reports.

(5) All organizations (centers, regions, and headquarters) have access to the automated F&E budget software and submit their response to the Call using that medium.

2-3. PML'S. Generic "template" PML's are provided to the regional AF engineering office by the headquarters program office via the RTP budget software for planning purposes (including all test equipment and cable requirements) to aid during the Call. The PML identifies nationally furnished project materiel associated with a specific project. The regions can modify a PML by changing quantities or creating regional items as required. In addition to template PML's, project-specific PML's can be developed by program offices, regions, and centers.

a. Stock Number Establishment.

(1) Prior to final PML validation by the program office, each item on a PML must have a stock number assigned which is listed on the LIS master inventory record.

(2) For new system acquisitions, it is unlikely that an NSN has been established. When there is no NSN, the Washington item manager (WIM) obtains a 14-digit item identification number, commonly known as an "8200 number," from a central log book maintained at headquarters (Facility Programs and Transition Division, GNAS Facilities Program Branch, ANS-230). After an 8200 number is obtained, an FAA Form 4570-1 must be processed. The number is configured as follows:

1st - 4th digits	"8200"
5th - 6th digits	"00"
7th - 9th digits	numeric portion of the program office routing symbol (e.g., for ANA-140 it would be 140)
10th-13th digits	sequentially assigned log number
14th digit	"1" to identify the item as F&E

(3) Each stock number listed on a PML must be checked against the LIS master inventory. If there is no match, or if there is no stock number shown, a request must be made to have an NSN/8200 number established. FAA Form 4570-1, Request for Supply Catalog Data (see appendix 1, figure 1) is used for this purpose. Upon completion, FAA Form 4570-1 is sent to the

FAALC (Engineering and Production Division, Program Management, Planning, and Scheduling Branch, AML-410), for processing. Until this action is completed, the number will not be accepted by PMMS.

b. Stock number establishment should begin at the time program offices are developing the Call, and should continue whenever new items are identified which do not have stock numbers already identified in the LIS master inventory record.

c. The F&E item managers monitor the establishment of F&E stock numbers. The FAALC Cataloging Activity (AML-10) enters the numbers in the LIS master inventory record. Once established, a copy of the incoming request is forwarded to the F&E item manager along with a computer-generated inventory record card. They review the cards for accuracy, comparing them against the information on FAA Form 4570-1 to make sure the information was entered into LIS correctly and that a correct WIM number was included. They then file the cards in NSN sequence.

2-4. BUDGET PRICING AND VALIDATING.

a. The program office is responsible for managing the coordination of the total project cost estimate with all affected organizations. For projects requiring regional input, the regional estimate is reviewed and any adjustments required are coordinated with the regions. Adjustments are made by headquarters personnel using the F&E budget module. The headquarters program office estimate is adjusted upward to include any other acquisition office sponsored items.

b. The requiring program office is responsible for validation of the project. The program office performs the initial project requirement validation and the final validation if also the sponsor. Project validation, using the F&E budget module, ensures that only valid requirements are submitted to the
Inter-service Working Group (ISWG) for review and prioritization.

c. Validated and prioritized projects are consolidated in preparation for the congressional budget submission process by use of a list of projects sorted by budget item number and grouped by region, listing the projects' location, estimated cost, and status. This list is commonly known as the "spreadsheet." The spreadsheet is maintained in the RTP but is controlled by ABU. It is available to each program office and the regions/centers through the RTP.

d. Upon appropriation, the spreadsheets are finalized, and updates are available to the F&E community through the RTP software. Budget PML's in the F&E budget module are released to PMMS for those projects shown on the final spreadsheets.

2-5. BUDGET TRACKING AND APPROVAL.

a. Congress provides an appropriation after reviewing and adjusting the Department of Transportation submission. Once an appropriation is provided by Congress, the appropriation is apportioned by Office of Management and Budget (OMB), and authority to obligate and expend funds (through the allotment/allowance process) is provided by ABU to appropriate activities.

b. Once funds are made available for obligation by means of an allowance document, program offices can request that ABU provide project authorizations (PA) to requiring activities so project execution can begin. The PA issues authority to proceed with specific projects at specific locations (which are expected to be completed within the funding level shown on the PA). ABU will subsequently redistribute project authority levels, as required, until expiration of each program year's obligational life. Appendix 1, figure 2, shows an example of a PA.

c. When a site is to be established the regional AF planning office initiates FAA Form 6000-12, Change Document Facility Master File, (see appendix 1, figure 3) to establish the site in the facility master file (FMF) and identify the location of the facility. At the same time,

they also complete documentation required to acquire a new General Services Administration (GSA) activity address code in the LIS name and address file and send it to the appropriate name and address change request coordinator. A site relocation does not always require the establishment of a new GSA activity address code. The code may simply need to be updated as a result of a request.

2-6. ADVANCE ACQUISITION PLAN (AAP)/ANNUAL PROCUREMENT PLAN (APP).

a. The Associate Administrator for Contracting and Quality Assurance (ASU), in concert with the Associate Administrators for Airway Facilities and NAS Development (AAF/AND) program offices, develops the AAP based on estimated planned procurement requirements over $25,000. The AAP contains information such as an ASU log number, description, F&E project code number, estimated funding amount, estimated timeframe, and other pertinent logistics-type data. The AAP can be used as a planning tool for overall procurement administration such as organizational obligation goals reporting, budget office financial planning, and ASU procurement workload determinations. See appendix 1, figure 4, for a sample AAP. Additional information on AAP's can be obtained from the NAS Planning Division, APM-300, and is also contained in the latest edition of Order 1810.1.

b. ASU, in concert with the AAF/AND program offices, develops the APP based on estimated planned F&E procurement requirements greater than $2,000,000, and for technical engineering support services procurements estimated at $200,000 or greater. The APP is developed prior to congressional appropriation and must be approved at the appropriate level, depending on the estimated amount, by May 15 of the calendar year proceeding the fiscal year in which the requirement will be submitted for acquisition. An APP form must be prepared and approved by the Office of the Secretary for Transportation (OST) as part of the agency's APP. Additional information is provided in Order 1810.1. Appendix 1, figure 5, is an example of the APP form. Addition information on APP's can be obtained from the Management, Plans, and Evaluation Division, Plans Branch, ASU-120.

CHAPTER 3. PROJECT MATERIEL MANAGEMENT STAGE - RECORDS AND INVENTORY MANAGEMENT

SECTION 1. SETTING UP THE PROJECT/MATERIEL MANAGEMENT STRUCTURE

3-1. APPROVED PROJECTS. Once PA's have been issued, budget-status projects are changed to "approved" in the PMMS by WIM's. Each PML becomes a separate PMMS record identified by a project control number (PCN). Once established, the information is displayed on a project status report (PSR) which is essentially the same as the PML developed during the budget process. Appendix 1, figure 6, shows a sample PSR.

a. Acquisition program offices use PMMS to manage the assets (identified as requirements approved by the "requiring" program office) needed to accomplish NAS F&E projects. The acquiring program office may or may not also be the requiring program office. The WIM is the person within the headquarters acquisition program office assigned direct management responsibility for specific categories of nationally furnished project materiel.

b. Requiring program offices use PMMS to properly manage their approved NAS F&E projects. The requiring program manager is the individual who makes sure all approved national NAS F&E projects are established and maintained within PMMS. This includes any acquisitions (by purchase or lease) by FAA, DOD, DOD contractors, or other Government agencies.

3-2. HEADQUARTERS ACTIVITIES. Program Managers/WIM's:

a. Maintain and update PSR's and spreadsheet/project authorizations. Acquisition documents, the PMMS requirements and assets (R&A), due-in, and critical projects reports (see appendix 1, figures 7, 8, and 9) are used to manage available assets and provide current availability information for project materiel on order.

b. Work with the System Management Service (ASM) to develop Schedule A and B lists based on projected site specific requirements for special support items. Schedule A materiel includes working tools and equipment items available from the FAALC. Schedule B items are bench stock and general purpose items such as storage cabinets, work benches, fans, etc., and are acquired locally within the region. Both Schedule A and B items are identified in the latest edition of Order 4630.2, Standard Allowance of Supplies and Working Equipment for National Airspace Facilities, by Facility. The acquisition program offices work with the FAALC in the development of the initial supply support allowance charts (ISSAC) listing of common support items required at sites with specific equipment/systems.

3-3. REGIONAL ACTIVITIES.

a. F&E Project Materiel Managers.

(1) Establish master and suspense project files for each JON (identified by JON, PCN, and geographic location) upon receipt of such documents as project authorizations, project status reports, project transmittals, or contract procurement request/orders/work releases. Master files will contain verified processing and receiving documents for materiel and equipment charged to the project, adjustment vouchers or any other documents used to process transactions applicable to the project, all correspondence, and processed detail job order (DJO) and PMC reports (see appendix 1, figures 10 and 11). Suspense files will contain processing and receiving documents that have not been verified as correct on the DJO. Verification of the transaction reflected on the monthly DJO and PMC reports may be accomplished on a continuing basis or be postponed until JAI.

(2) Receives the Government-furnished materiel (GFM) lists attached to procurement requests (PR) and reviews the source column information to determine from where the materiel should be available once the project start date is established.

(3) Notify the field location that a NAS F&E project has been approved for their location (if they are going to receive equipment) whenever a PA or other notification is received from the AF planning office. This notification may also be performed by the AF planning office.

b. AF. The AF planning office sets up project files. Whenever equipment is to be received in the field, the sector and field location must be notified that a NAS F&E project has been approved for their location. This notification can be accomplished through RPMS reports or by providing them a copy of the project authorization/assignment sheet.

c. Accounting Office. The accounting offices create "1680 Master Header Records" in DAFIS (showing job number, location, and status codes). This, in turn, updates the RPMMS the following month. Appendix 1, figures 12 and 13, are samples of the DAFIS 32-8F and 32-9F reports.

3-4. FIELD ACTIVITIES. Sectors and sector field offices establish (with the header data sheet) and maintain project materiel files in JON and location sequence. These files can be established either after regional notification or when materiel transactions begin. Property management and control functions are performed by the facility's property custodian. The property custodian is formally designated by the property manager) by organizational position as being responsible for the management and control of property within a region or center. The property manager is normally within the regional Logistics division or functional equivalent.

3-5. MIKE MONRONEY AERONAUTICAL CENTER (AMC) ACTIVITIES. For NAS F&E projects at AMC, the F&E item managers perform the same functions as the F&E project materiel manager. For their local projects, they requisition materiel, coordinate with the headquarters program office to ensure all requirements are contained on their PSR's, monitor the PSR for changes, and maintain project files.

SECTION 2.
NATIONAL ACQUISITION OF NAS F&E SYSTEMS/EQUIPMENT/COMPONENTS

3-6. NATIONAL REQUIREMENTS.

a. The majority of the systems, equipment, and components required for NAS F&E projects are acquired from nationally funded contracts, normally awarded by either ASU or the AMC Office of Acquisition (AMQ). Under certain circumstances, the national program office may elect to provide funds to a regional office for them to initiate the procurement action for all national requirements. These procurement actions are usually begun very early in the program cycle to ensure the items will be available at the site or in FAALC warehouse stock when required for installation. However, before requesting any procurement action, the WIM should review any available unrequired/excess project materiel and initiate action for shipment to FAALC F&E stock or to the project site.

b. The acquisition program office is responsible for preparing PR's for all national requirements including those for projects sponsored by another program office. Acquisition sources can include commercial organizations, other Government agencies, and components of the DOD. The acquisition program office must work with the contract specialist in structuring contractual agreements so that the contract is compatible with NAS F&E project materiel management requirements. The contract determines the structure of the contract line item numbers (CLIN); i.e., whether or not the deliveries will be turnkey, system, or line item, as well as the method of shipment to be used (free on board (f.o.b.) origin or destination). The acquisition program manager ensures any Government-furnished property (GFP) requirements are included in the PR and contract. This provides the vehicle for making GFP available according to the contractor's schedule. It may help to establish a separate PML/PSR to ensure the equipment is available for delivery to the contractor when needed.

c. Schedule B items should be ordered by the sector at least 60 days prior to commissioning, in coordination with the F&E project engineer. Items already on hand or available from within the immediate custodial area should be utilized in lieu of ordering additional items. Schedule B items can be requisitioned via the System Acquisition Management System (SAM) or acquired locally. Since Schedule B acquisitions are made using F&E funds, these acquisitions must be coordinated through the regional AF planning office to ensure availability of funds.

3-10. BLANKET PURCHASE AGREEMENTS (BPA). BPA's are annually awarded by regional and center offices to specific companies (e.g., local hardware store). Orders can then be placed with that company (not to exceed a dollar limit). Purchases can be made via telephone or in person by an authorized individual by citing the BPA number. The original invoice is coded by the authorized purchaser with the F&E appropriation and forwarded to accounting. Copies of all BPA orders involving property should be sent to the F&E project materiel manager. The F&E project materiel manager may utilize the DAFIS materiel obligations report, MM260R1 (see appendix 1, figure 16), to track BPA acquisitions.

3-11. REGIONAL TRANSFERS. For regional transfers (including reutilizing unassigned, in-use, and F&E stock), the F&E project engineers must make sure the F&E project materiel managers receive a written request to prepare the necessary paperwork required whenever removing any project materiel from the site/project. Once the written request is received, an FAA Form 4650-12, Materiel Requisition/Issue/Receipt, must be prepared to transfer materiel to or between projects (see appendix 1, figures 17-1 and 18, for an example of FAA Forms 4650-12 and 4650-13, Materiel Requisition/Issue/Receipt, Continuation Sheet). The F&E project materiel manager verifies that the materiel resides in that project before sending the paperwork to the shipper (field facility or F&E shop). Once a signed receipt is returned from the consignee, the materiel is deleted off the RPMMS or in-use record. The sector logistics management specialist (LMS) and/or general supply specialist (GSS) should provide credit information if materiel is being transferred from in-use. If a Government bill of lading (GBL) is required, the AF planning office needs to provide an appropriation code.

3-12. Standard Form (SF) 44, CREDIT CARD, IMPREST FUND PURCHASES. There is no "shipment" of materiel usually involved with SF-44, credit card, or imprest fund purchases. The buyer will normally take the acquisition with them back to the site. The F&E project materiel manager may utilize the materiel obligations report, MM260R1, to help track these acquisitions.

a. SF-44 Purchases. Copies of the SF-44 are sent to procurement, accounting, and the F&E project materiel manager for SF-44 accountability, obligation against the JON, and entry into RPMMS.

b. Credit Card Purchases. Copies of receipts are held by the credit card holder until a monthly statement is received, the receipts properly coded, and forwarded to accounting for payment.

c. Imprest Fund Purchases. The purchaser submits the acquisition receipt to the imprest fund cashier for reimbursement. The receipt is then forwarded to accounting for reimbursement to the imprest fund.

3-13. REGIONAL FABRICATION. At times a national program office will request and provide funding to a region to construct systems or components which are then transferred to other regions for installation. These items are transferred throughout the agency using FAA Form 4650-12. In order to properly account for all the charges (labor, materiel, and overhead) the region doing the fabrication is to "expense" those dollars from the project in the closeout process.

c. The acquisition program manager is responsible for ensuring all applicable National Airspace Integrated Logistics Support (NAILS) requirements are included in project materiel acquisitions. The associate program manager for logistics (APML) works with the program office in a matrix fashion to help develop the PR and contract in compliance with the latest edition of Order 1800.58, National Airspace Integrated Logistics Support (NAILS) Policy.

3-7. ESTABLISHMENT OF DUE-IN RECORDS. While the "requiring" program managers are responsible to see that projects are entered into the PMMS, the WIM's are responsible for entering/maintaining due-in information into the PMMS to provide the regions availability information.

a. As the status of PSR's is changed to approved projects, availability (due-in date) information should be added to the PMMS. If no PR has been established or the contract does not specify a set delivery schedule, the due-in records are to be created based on best-estimate program schedules. The contract number field in the PMMS will accept the PR number and if no PR number is available, another local identification number is acceptable. For requirements contracts, use the contract number. However, once a PR is created or a contract signed, the contract number field in the due-in record must be updated. As delivery dates are definitized/changed, the due-in/requirement record must be updated.

b. The only due-ins not established by the headquarters acquisition program office are for cable. The F&E item manager for cable (in conjunction with the cable WIM) establishes all cable due-ins within PMMS. The F&E item manager combines F&E cable requirements with the operations appropriation (OPS) requirements (pulled together from regional input). The F&E cable PR's are prepared by the cable WIM and sent to the F&E item manager for cable, who then prepares the OPS PR's from the annual "OPS cable call for estimates," which the regions send to the FAALC. The F&E item manager for cable then sends both the F&E and OPS PR's to AMQ for joint processing.

SECTION 3. REGIONAL ACQUISITION OF NAS F&E SYSTEMS/EQUIPMENT/COMPONENTS

3-8. REGIONAL REQUIREMENTS. While the majority of project equipment comes from national sources, regions and centers also acquire materiel and services necessary for completion of national (as well as regional) projects. These acquisitions may be made within region/center offices or in the field. They include materiel, equipment, construction, and system/equipment installation. The following paragraphs show the methods used to acquire F&E materiel.

3-9. PURCHASE ORDERS/CONTRACTS.

a. PR's involving materiel deliveries are sent to the F&E project materiel managers for review to ensure proper appropriation data, shipping addresses, etc. They are then forwarded to the regional contracting office for processing. After the purchase order/contract is issued by the contracting office, one copy is sent to accounting for the obligation of dollars. Once delivery has been made, signed copies of the purchase orders (with code strips included when required) are distributed to the offices indicated. See appendix 1, figures 14 and 15, for sample code strips, FAA Forms 4650-17, Receiving Document Code Strip, and 4650-18, Personal Property Data Entry Form, respectively.

b. Regional F&E project engineers prepare PR's for construction contracts, associated equipment, and technical support service contract (TSSC) work releases, routing PR's to the contracting office for processing through the F&E project materiel manager.

3-14. ORDERING FROM THE FAA LOGISTICS CENTER.

a. F&E Materiel.

(1) The F&E project engineers request the F&E project materiel managers to requisition materiel so that it arrives on schedule. Such requests should be made in writing, at least 30 days before the materiel is needed at the site.

(2) Prior to requisitioning the materiel from the FAALC, the F&E project materiel manager should:

(a) Determine if special unloading or storage arrangements are required by contacting the applicable sector/consignee to advise them what is being ordered so they can make proper unloading/storage arrangements prior to the shipment's arrival.

(b) Verify that the materiel is on hand at the FAALC, by either looking at the latest PSR or the inquiry screen from the PMMS. For newly established PSR's, the accuracy of the supply support code (SSC) should be confirmed before processing any requisitions. If the item is not on hand or available, they should contact the WIM, giving a justification for the requirement and requesting they make the item available. If it cannot be made available, the WIM should then use the PMMS inquiry option to determine if the item may be available from another PSR (through the R&A inquiry screen). Internal coordination with the F&E project engineer will be required to transfer assets. If the transfer is approved, the item can be ordered from the second project, using the shipping address and JON of the receiving project. Proper paperwork cross references must be maintained for these actions to ensure both projects have an audit trail. If no assets are available from another job, they should contact the F&E project engineer and relay the information. If nothing is available, then the F&E project engineer must determine what action can be done to minimize the resulting financial/scheduling problems associated with the delay.

(3) The requisition will be printed by the F&E project materiel manager. Distribution is then made to the F&E project engineer, consignee, and the sector office. A copy is also maintained in the JON suspense file. When shipped, an advance copy of the shipping notice, FAA Form 4250-4, Shipping Order (see appendix 1, figure 19), is sent to the consignee, F&E project materiel manager, and acquisition program office by the F&E item managers.

(4) FAALC Processing. Once the requisition is processed, the item(s) is pulled and shipped to the site from the FAALC warehouse. PMMS updates the status of the requisition to "shipped." If an F&E requisition is received which requires materiel delivery before the normal 15-day period, the F&E item managers expedite the processing of delivery documents. A red tag is placed on the order and it is "walked through" the system. A notation is normally placed on the document indicating why the expedited delivery is required; e.g., "contractor is waiting," "congressionally mandated project," etc. The name and a 24-hour phone number is required from the requisitioner prior to beginning action to expedite. Any specific priority transportation requirements are worked out with the FAALC transportation office.

(a) When an item with a management code (which is placed on an item to stop its automatic issuance) is requisitioned, FAA Form 4250-4 will show an "unshipped" code" signifying that it has not been shipped. From their knowledge of these codes, the F&E item managers can tell which ones they can bypass. On those items, an over-ride is processed through the computer or a confirming document (FAA Form 4650-12) is prepared and sent to the warehouse for shipping. For those management codes which cannot be over ridden, the F&E item manager will contact the WIM to determine if the code is still required. If it is not needed, it will be removed and the requisition processed. If it is still needed, the F&E item manager will inform the F&E project materiel manager why the requisition will not be processed and the item will not be shipped.

(b) If a requisitioned item contains a "current status" code, it cannot be shipped because it is being inventoried. The F&E item manager will contact the F&E project materiel manager with n 3 days by telephone or facsimile and then followup by letter advising them that the item is being inventoried. The item will be shipped once the inventory has been completed and the code is lifted. The requisition will stay suspended in the active requisition file until the code is removed.

b. OPS Materiel. Any OPS materiel required can be ordered via the LIS on-line requisition process within 60 days of commissioning. Copies of the requisitions should be provided to the F&E project materiel manager for inclusion in the JON file if ordered locally.

(1) ISSAC. These charts are established by the FAALC for equipment for which they have initial support responsibility. The charts are available for review/query on LIS. They can be ordered by the facility on an individual line item basis through LIS on-line requisitioning, or on an FAA Form 4650-12, by ISSAC number.

(2) Schedule A. Schedule A items already on hand or available for reassignment from within the immediate custodial area should be utilized in lieu of requisitioning additional items. Requirements can be ordered by a facility on an individual line-item basis through the LIS on-line requisitioning system or on FAA Form 4650-12 by attaching a copy of the applicable schedule with unwanted line items lined through.

SECTION 4.
TRACKING AVAILABILITY DATES
REFINEMENT OF ENGINEERING PLANS/SUPPORT/REQUIREMENTS
PROJECT TRACKING

3-15. HEADQUARTERS PROGRAM OFFICE.

a. The acquisition program offices work with AF to identify project requirements on the deployment readiness review (DRR) checklist and monitor the items during the life cycle of the project. The DRR process ensures supportability of the equipment/system after installation.

b. The program offices are accountable to the program director for periodic briefings of overall program status. The briefings, which focus on significant issues/items which may impact the program activities/schedule, are based on the program director status report (PDSR) which is prepared bimonthly with monthly schedule updates.

c. The acquisition program offices are responsible for coordinating updates to the MDFM. Program/contract schedules are validated through the PDSR process and major end item delivery dates are reviewed/updated for entry into MDFM.

d. The program offices are responsible for review and approval of regional requests for recommitment/reassignment of F&E assets to meet regional priorities. Based on the PDSR process, original requirements are reviewed/revalidated and schedules adjusted as required.

e. The acquisition program office/WIM's are responsible for reflecting current availability information in PMMS based on the PDSR process. The PDSR is the vehicle that definitizes the system delivery schedule. Validated delivery schedules used to update major end item delivery dates in MDFM should be distributed to the WIM's/program analysts and used to update applicable PMMS due-in dates. Both systems contain availability information. The MDFM contains the CIP number, location identification, and a hardware delivery date for major end-items. The PMMS identifies each item being delivered by an NSN and its associated due-in (or delivery) date. Projects are identified by a PCN.

(1) There is an interface between the two systems which updates the PMMS due-in date with the MDFM hardware delivery date whenever there is a PCN + NSN match. To create this match, the PCN and an associated NSN from the PMMS need to be added to the MDFM. Since each PCN may have many NSN's, the WIM/program analyst must select what they consider the "driver" or "most important" NSN in PMMS for each project.

(2) At the beginning of each month, the PCN's (and driver NSN) for all projects established in PMMS during the preceding month are to be provided to the applicable system engineering support contractor responsible for that project.

FIGURE 3-1. SAMPLE NOTIFICATION OF PMMS PROJECT RECORDS

SUBJECT: ACTION: Creation of PMMS Project Records

TO: RTP Program Office Staff, ANS-102
or
System engineering support contractor
Via: technical support contractor

FROM: Washington Item Manager/Program Analyst

LIS/PMMS projects have been created for the following MDFM records. Please enter the PCN and stock number for each into the MDFM.

CIP #	LOC ID	LOCATION	STATE	PCN	NSN

(If the list is long, it can be included as an attachment)

Any questions should be directed to me at AC/Telephone Number.

Signature

(3) The RTP program office or NAS Implementation Support Contract contractor will enter the PCN and NSN into the MDFM. Procedures for MDFM data entry are contained in the MDFM user guides, availab e from the RTP program office. After the PCN's and NSN's are entered into the MDFM, any end-item delivery date change made to the MDFM will also be made in PMMS.

(4) Since each MDFM record contains only one NSN, only that specific NSN's due-in date (for each applicable PMMS record) will be updated via this process. All other PMMS due-in information (for the remaining NSN's listed on a PCN) must be updated individually by the WIM/program analyst. For example, if a PCN has 20 NSN's associated with it, only one will by updated via the MDFM interface. The remaining 19 must be updated according to normal PMMS due-in update procedures.

f. The acquisition program offices are responsible for monitoring contract performance/schedule/progress payments, etc. Related contract documents are maintained for reference in working with ASU's contracting officers/specialists in formal contract management.

3-16. REGIONAL AF ENGINEERING/PLANNING OFFICES.

a. F&E project engineers work closely with the appropriate headquarters offices in the developing of NAILS requirements.

b. The F&E project engineers are responsible for refining engineering plans (drawings and specifications) and sending engineering plans to the field for review.

c. Prior to the beginning of the construction and installation phases of a project, the F&E project engineers coordinate between the sectors and the F&E project materiel manager on deliveries, delivery dates, project status, requisitioning requirements. The F&E engineers work with the F&E project materiel manager to ensure materiel on the PSR accurately reflects project requirements.

d. During the site survey, the F&E project engineers will survey the project site to determine if additional storage space is required. If required, the F&E project engineer works with the local (field) logistics contact and/or the F&E project materiel manager to make sure adequate storage space is available prior to requesting materiel be requisitioned from the FAALC.

e. Through the RPMS network, the AF planning office and the F&E project engineer track projects, maintain funds control, and update project plans and milestones.

f. F&E project engineers monitor performance of various contracts for construction, equipment installation, etc. For TSSC purchases, the AF planning office provides logistics with an (as required) up-to-date report cross referencing the work release/contractor's delivery order (DO)/location/JON. Appendix 1, figure 20, is a sample of a JON cross reference report.

3-17. FAALC F&E ITEM MANAGEMENT.

a. The F&E item managers monitor PSR's to see if repairs are required and repair availability dates are updated when the FAALC has support responsibility. Some requirements contained on PSR's are in "reparable" condition in FAALC stock. No repair action, however, is routinely started. The F&E item managers monitor the amount of serviceable stock and initiate repair action only with verbal verification from the WIM that serviceable stock cannot meet immediate needs. If required, a document is prepared and sent to FAALC's shops requesting repair action through the FAALC's production control office.

b. Unassigned assets shown on the PMMS R&A report are reviewed continuously. When an NSN on the report shows a value in the "depot on-hand unassigned" column, the F&E item manager checks that NSN against the master inventory history for actions such as receipts without valid projects established. There could have been returns from the field or a contractor

when the FAALC has support responsibility or requirements could be in the process of being moved to a new NSN. Regardless of the reason for the unassigned asset, the F&E item manager should contact the applicable WIM to remind them to assign the assets to valid projects, transfer them to OPS inventory, or determine whether or not they are excess to the WIM's needs.

SECTION 5. NATIONAL INVENTORIES

3-18. MANAGING HEADQUARTERS INVENTORY.

a. Project and Item Management.

(1) The WIM's are the contact points for information relating to specific items required for NAS F&E projects, including item availability. They are responsible for entering and updating availability information into the PMMS and coordinating regionally requested changes to and transfers of project materiel with the affected program manager(s).

(2) The requiring program managers are responsible for responding to regional project change requests (in coordination with the WIM) within 10 work days from the date the request was made.

b. In-Place Shipment Inventories. In-place shipments occur when the FAA legally takes title to and responsibility for materiel while the contractor retains physical control. (These requirements do not apply when contractors are authorized to hold the property under applicable GFP regulations.) When this occurs, the applicable acquiring program office accepts responsibility for that materiel. As such, they assume the same inventory management and reporting requirements as centers and regions if the materiel had been shipped to an FAA site. This includes ensuring proper packing and storing of the materiel as well as any future shipping arrangements and costs. Until an automated means is in place (and procedures developed) to account for such materiel, the following minimum control measures are to be followed:

(1) All documents on in-place shipments are to be kept in a separate file. Shipping authorizations, contractual agreements to store the materiel, and any documents showing later shipments to an FAA site should be included.

(2) All contractual agreements for storing in-place shipments must include the following requirements:

(a) Contractor to possess insurance coverage equal to the value of the property.

(b) Contractor's use of a storage facility that includes a sprinkler system with an alarm and an adequate security system.

(c) Contractor's legal liability that meets GSA standards.

3-19. FAALC F&E INVENTORY MANAGEMENT.

a. The F&E item managers maintain an accurate inventory of all F&E stock held at the FAALC through cyclic inventories performed by FAALC "inventory monitors." Special inventories are also performed at the request of one of the F&E item managers. When discrepancies are found, the F&E item managers research the NSN history file in LIS and make adjustments to the master inventory record as necessary. They respond to and advise headquarters/regional organizations on F&E inventory problems resulting from management code assignments and inventory freezes.

(1) Management Codes. The WIM can request the F&E item manager place a management code on an NSN record to stop the automatic issuance of the item. Reasons for this request could include a newly found defect, stock shortages, an impending major modification, etc.

(2) Inventory Freezes. This is a "current status" code that prevents an item from being shipped because it is being inventoried.

b. The F&E item managers maintain complete paper file documents relating to FAALC issues of project materiel, in voucher number sequence, to provide shipping information. It also enables them to respond to inquiries from headquarters and regional personnel.

c. The F&E item managers initiate transfers of F&E stock to OPS inventory when directed by the headquarters program office (in the case of an exigency). This is accomplished by an adjustment to the NSN inventory record which takes a quantity from F&E and moves it into OPS inventory. A speed memo is then sent to the warehouse advising them to physically move the affected stock from F&E to OPS storage.

d. They also review and resolve problems, such as warehouse refusals, price reviews, over, short, and damaged (OS&D) questions, condition code changes, receipt document errors, etc.

(1) Warehouse Refusals. When F&E stock cannot be located, a warehouse refusal document is sent to the F&E item manager together with the original shipping request. Actions to be taken can include physically looking for the item in the warehouse, reviewing the master inventory history to see if some other action may have occurred, looking for confirming issues on an FAA Form 4650-12, and reviewing temporary stock numbers to see if the item may be stored under another number. If the problem cannot be resolved, the next step is to request a special inventory.

(2) Price Reviews. These are computer generated through a comparison of dollar values on receipt documents related to a specific NSN. If the computer senses a "difference" in this dollar value (usually because of a receipt posting error) it becomes part of the computerized quarterly price review. When the F&E item managers get the report, they have to decide whether or not to change the price or go back to the original documents, reverse out the receipt, and reestablish a due-in putting back the receipt with a correct dollar value. The F&E item manager can (and sometimes should depending on the circumstances) consult with the WIM about price variances.

(3) Condition Code Changes. This record adjustment usually occurs as a result of the F&E item manager being advised that the condition code assigned to an item is incorrect (normally from a physical inspection during an inventory).

(4) When the warehouse receiving function incorrectly enters a receipt, the LIS Record Audit and Update Office requests the F&E item managers, through a LIS queue, to reestablish the due-in for the item. The F&E item manager reestablishes the due in through the PMMS materiel on order file. This allows the Record Audit and Update Office (after reversing the error) to correctly enter the receipt into the Master Inventory Record.

e. As directed by the WIM, the F&E item manager issues work requests to FAALC shops whenever F&E stock needs to be modified (because of an equipment revision), broken down (splitting a dual system or one that contains modules), or cannibalized (to acquire parts to be used in repairing other systems). When cannibalizing or breaking down the entire quantity of an item, the individual parts are entered into the system under their own NSN, the residue excessed, and the original NSN deleted off the master inventory record. When this action is being taken on a portion of the stock on hand, the quantity on hand is reduced accordingly. For revisions, the quantity being modified is shown on the master inventory record as "in shops" and not available for issue. Once modified, the materiel is returned to "serviceable" stock.

h. Performs partial closeouts, when required, transferring property to the appropriate in-use property management system.

i. Provides a copy of the quarterly project materiel management report (see appendix 1, figure 21) to the NAS F&E project materiel policy manager.

3-21. AF INVENTORY MANAGEMENT. The F&E project engineers ensure onsite representatives coordinate with the sector manager or designee prior to removing any project materiel from the site/project. This means that no property will be moved from the site without appropriate paperwork. The F&E project engineers ensure that the F&E project materiel manager receives a written request to prepare the necessary paperwork required to accomplish the inventory adjustment when removing any project materiel from the site/project. Once the transfer has been completed, the documents are provided to the F&E project materiel manager for records maintenance.

3-22. FIELD INVENTORY MANAGEMENT.

a. Property Identification.

(1) Receipt reports containing line-item accountable items require identification of the data elements required to account for each item; e.g., a bar code label and either FAA Form 4650-17 or 4650-18 (appendix 1, figures 14 and 15). This will facilitate the accomplishment of a partial closeout by the F&E project materiel manager upon receipt of the receiving report. A copy of the receiving report reflecting accountable line items will be retained in both the F&E job folder as well as in the in-use property file.

(2) Project materiel is to be identified and controlled by filling out and attaching an F&E identification tag (appendix 1, figure 22) to the equipment.

b. Inventory Management.

(1) Documents should be maintained in the JON file (e.g., receiving documents, PMC's DJO's, partial closeout packages, etc.).

(2) F&E materiel is to be physically segregated from both OPS and excess materiel.

(3) Any problems associated with inventory management, receiving, storage, "lost, damaged, or destroyed" F&E equipment, erroneous transfers of F&E equipment from the project, etc., are to be coordinated with the F&E project materiel manager.

(4) For Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) and Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions, the LMS should make a copy of the requisition and forward it to the consignee to use as a receiving report (in case none is provided). FEDSTRIP/MILSTRIP are uniform computerized requisition systems applicable to all Federal civil and military activities, including their authorized contractors. It provides a common language and format for requisitioners and supply points to communicate with each other. It is a method GSA and DOD supply points use to determine priority procedures for the distribution of materiels, to select methods of shipment, and to provide supply and shipment status to customers. Additionally, FEDSTRIP/MILSTRIP provide a method for processing billings and payments for materiels. Further information and coding requirements can be found in the FEDSTRIP Operating Guide supplied by GSA and the latest edition of Order 4437.1, Use of Federal/Military Standard Requisitioning and Issue Procedures (FEDSTRIP/MILSTRIP).

SECTION 6. REGIONAL INVENTORIES

3-20. LOGISTICS INVENTORY MANAGEMENT. The F&E project materiel manager:

a. Reviews PMMS, RPMMS, and DAFIS reports when received, or if available, online.

(1) Transactions reflected on the monthly DJO and PMC reports are reviewed against previous reports and items in the suspense file to verify acquisition/shipping documents were processed and signed documents received.

(2) PSR's are looked at for accuracy (GSA address, JON, location, etc.). Due-in dates, if shown, should be provided to the F&E project engineer if requested. In addition, they coordinate (if requested) between the AF planning or engineering offices and the headquarters program offices. Project start dates may be extended, place names, SSC's, and type-of-work codes may be modified, and reductions/deletions in the quantity of an item may be made within PMMS, as required. All other changes must go to the program manager's suspense file within PMMS.

(3) Various other reports; e.g., unbalanced projects, user activity, etc., are reviewed to make sure any potential problems are recognized and resolved.

b. Maintains project files. Files must be kept in one form or another - folders, binders, etc. This includes processing any receiving documents for materiel and equipment charged to the project. The following documents should be included in project files: adjustment vouchers, processed DJO's and PMC's, line item closeout documentation, PSR's, header data sheets, DAFIS reports, work orders, correspondence, etc.

c. Performs inventory transfers within RPMMS between JON's, MC's, and from/to the agency's personal property in-use management system (PPIMS). These will be accomplished when requested by an F&E project engineer.

d. Annually reviews items in MC "3," unassigned project materiel. Any item residing in this MC for more than 12 months is to be transferred to the LIS/Utilization, Screening, and Disposition (USD) subsystem.

e. Ensures project materiel is properly identified and in the correct materiel class, fund source, project number, cost code, etc. When low dollar value, miscellaneous expendable supplies are required, they are normally included on the PMC under a regionally assigned stock number. The stock number should be configured to readily distinguish it from other purchases (e.g., with "MISC" in the first four positions). Each time purchases are made against a job that fit into this category, the value of the stock number is increased. The quantity normally remains "1." All TSSC purchases entered into the RPMMS should be delineated by using a Warehouse Code "T" with "TSSC" as the document number.

f. Reviews signed receiving documents for signature and, if applicable, line-item accountable information prior to entry into RPMMS. If not included, they should go back to the consignee for the required information. Entry into RPMMS is to take place within 5 work days after receipt. Receiving documents are filed in the suspense file until verified in the DJO. Once verified, the documentation should be marked as verified reflecting the month and year and moved to the project folder. Updates PMMS due-in file for PMSRS direct ship items.

g. Ensures that FAA Form 4650-12's are prepared at the request of the F&E project engineer to transfer materiel to or between projects, verifying that the equipment to be transferred is in the correct project. The appropriate paperwork (e.g., packing slip) is sent to the F&E project materiel manager when property is receipted for by the gaining facility. Once a signed receipt is returned from the consignee, the materiel is deleted from the project (RPMMS) record. If applicable, it is also added to the receiving job (when the transfer is within a single region). An appropriation code is to be provided by the F&E project engineer if a GBL is required. Any transfers involving nationally furnished materiel need to be coordinated with the national program office.

3-23. SPECIAL TSSC REQUIREMENTS.

a. TSSC is used to obtain services necessary to accomplish site selection, site preparation work, installation, and test work related to the NAS. "Equipment" to be installed under TSSC should be furnished by the FAA. Equipment refers to those items for which Washington headquarters or the region normally budget and acquire through their contracts/orders. TSSC procurement of this equipment is not normally within the contract scope. Equipment as used in this sense does not mean materials like lumber, concrete, fuses, wire etc., required to install F&E systems or subsystems. TSSC was not intended to fill the gap when FAA supply contracts fail to provide the required equipment. Other FAA logistics alternatives which should be explored for those circumstances include borrowing or "leapfrogging" available equipment from lower priority sites to meet time constraints for high priority sites. Such activities should be coordinated with the headquarters program office.

b. All materiel obtained through or used as a result of TSSC national and regional work releases will be managed and accounted for by FAA and the TSSC contractor in accordance with all applicable FAA policies and procedures, as well as TSSC's approved materiel management plan. Materiel includes both nonexpendable and expendable property regardless of where the property is located. Nonexpendable materiel normally does not lose its identity in performance of a work release. Examples of equipment include towers, computer systems, measuring tools, cameras, and test devices. Expendable material is normally consumed in the performance of a work release. Examples of materiel include installation hardware and gaskets.

c. Materiel can be properly managed (when purchased by TSSC) only if proper documentation is supplied. Therefore, all materiel and property purchased by TSSC will be annotated on back-up sheets included with TSSC's invoices. These back-up sheets are titled "acquired property reports." The acquired property report will be provided with TSSC's monthly invoice and will list items invoiced for the current period. A summary acquired property report will be furnished as part of the work release's closeout information and will provide a recap of all TSSC-purchased items chargeable to that work release. A separate report will be furnished for each location included in a work release. This will provide F&E project materiel managers and accounting offices the information necessary to relate the inventory to a specific JON (site) when a work release includes multiple JON's.

3-24. ACCOUNTING FOR TSSC ACQUISITIONS.

a. Property accountability and financial control is accomplished as follows:

(1) **Financial Control.** Accounting must use cost code "990" when entering TSSC contract costs to DAFIS. A "reserved" line will then be displayed on the 32-9F report. This will differentiate TSSC contract costs from other contract costs.

(2) **Property Accountability.** The F&E project materiel manager must use Warehouse Code "T" and "TSSC" as the document number when entering TSSC purchases into RPMMS. This will ensure they are readily identifiable and will not be commingled with non-TSSC purchases of like items in the RPMMS. TSSC acquisitions should be entered into RPMMS as Fund Source 2 (regionally funded) materiel or Transaction Code 83. TSSC acquisitions input into RPMMS must be identified so accounting will know not to add them to DAFIS as regionally acquired materiel (see subparagraph 3-24b). This can be done by a note on the batch control sheet that is submitted to accounting with the regional F&E batch.

(3) The AF planning office must provide the F&E project materiel manager an up-to-date report cross referencing the TSSC work release/"DO"/location/JON through the regional administrative contracting officer (ACO).

b. TSSC materiel purchases will not be included in the "Materiel" column of the 32-9F report. They will be contained with all other TSSC contract costs under the "Other Costs" column. And, while regionally funded materiel purchases reflected on the 32-9F report will not match those on the PMC, using "TSSC" as the document number in RPMMS will easily show what materiel on the PMC was purchased by TSSC. By adding up those amounts and then subtracting the sum from the PMC Fund Source 2 total on the PMC, the two reports should generally agree.

c. Accounting may also make a one-time adjustment between the "Materiel" and "Other Costs" columns at the end of the project, prior to closeout, if desired. However, because all regionally funded items on the 32-9F report (including labor, travel, materiel, other costs, and overhead costs) are in the same work-in process account in DAFIS, this is not required.

3-25. PARTIAL CLOSEOUTS PRIOR TO PROJECT COMPLETION.

a. Required partial closeouts. A job SHALL be partially closed out on an individual line-item basis for any firearms, computer, portable test, communications equipment, etc., meeting the criteria contained in the latest edition of Order 4650.21, Management In-Use Personal Property, appendix 16. Such materiel is to be closed from the PMC and recorded on a line-item basis in PPIMS as either "TEST/COMMUNICATION" or "IN-USE" equipment within 30 work days after receipt and entry into the PMC.

b. Optional partial closeouts. A job MAY be partially closed out:

(1) Either by line item or cost code, any time at the agency's discretion, regardless of a project's status.

(2) Whenever a decision is made not to complete work on a project in either project status code (PSC) 1 or 2, that project should be moved to PSC 7 and closeout action started.

c. In some cases a JON is not assigned, but project materiel is tracked in PMMS on a PSR by a headquarters program office. The F&E project materiel manager shall request completion of the PSR upon receipt of materiel (see paragraph 5-15a).

3-26. STORING PROJECT MATERIEL.

a. Regional AF and logistics offices must work with sectors to ensure adequate storage is available for project materiel. Off site, commercial storage areas may be needed if adequate in-house storage is not available. F&E project engineers will ensure adequate storage space is available prior to requesting that the F&E project materiel managers requisition materiel from the FAALC. The F&E project engineers are to acquire funding from the regional associate program managers.

b. Project materiel is to be distinctly identified and stored in a secure storage area away from OPS and excess materiel. All materiel for a specific job should be kept together as much as possible. This makes it easier for identification when the onsite engineer arrives at the site.

c. As requested by the F&E project engineer, the LMS should check into commercial storage within the sector, getting the F&E appropriation code from the F&E program office. For short-term storage (less than 6 months) imprest funds or SF-44's can be used for payment. For long-term storage, the LMS should process a PR. When the F&E installation crew is ready to begin installation, the stored materiel is usually returned to the site by commercial transportation services or the use of FAA vehicles. This is usually determined by the installation crew.

d. When commercial storage is required, the onsite property custodian should make sure a complete inventory listing, acknowledged by signature, is furnished by the storage facility. Proper records identifying on a current basis, items in commercial storage, are to be maintained in the sector office. A copy of all documents reflecting payment of storage costs should be provided to the F&E project materiel manager.

CHAPTER 4.
PROJECT MATERIEL MANAGEMENT STAGE - SHIPPING AND RECEIVING

SECTION 1. VENDOR SHIPMENTS OF NATIONALLY FURNISHED PROJECT MATERIEL

4-1. NATIONALLY FURNISHED PROJECT MATERIEL. This is materiel (purchased or leased) meeting the following criteria:

a. Required in the installation or modification of facilities in the NAS.

b. Procured directly from a contractor for shipment to any FAA facility (Washington headquarters, centers, regional offices, or field installations).

c. Procured by either ASU or AMQ.

d. Procured by a regional/center contracting office, so authorized from time to time pursuant to the latest edition of Order 4650.16, Nationally Furnished Project Materiel Procured by the Washington Headquarters.

4-2. TYPES OF DELIVERIES. The language contained in an individual contract determines the type of delivery/shipment as defined below:

a. **Non-Turnkey Shipments.**

(1) **F.o.b. Destination.** Shipments for which the contractor is liable for both the materiel and the cost of the shipment while in transit, until actual acceptance by the Government. The Government takes title to equipment at time of receipt and acceptance.

(2) **F.o.b. Origin.** Shipments for which the Government (1) is liable, (2) accepts, (3) is responsible for the shipping cost, and (4) takes title to (thereby making them accountable for) the materiel at time of shipment. Shipments are made by GBL's provided by the transportation office. Appendix 1, figure 23, provides an example of a GBL.

(3) **In-Place Shipments.** Shipments (normally f.o.b. origin) accepted by the FAA while still physically located on the contractor's premises. Acceptance constitutes taking title to, thereby making the FAA liable and accountable for such equipment.

(4) **Line Item Delivery.** A line-item delivery is one in which the contract is structured so that each CLIN is normally a single equipment/system component within itself and is not usable for the intended purpose of the equipment/system.

(5) **System Delivery.** A system delivery is one in which the contract is structured so that a CLIN will include all components required to produce a complete system or equipment; e.g., "ASR-9."

b. **Turnkey Shipments.** These are shipments for which the contractor is liable for both the cost of the shipment and the materiel until acceptance by the Government during the contract acceptance and inspection (CAI). Government takes title to equipment after CAI.

4-3. SHIPPING-RELATED RESPONSIBILITIES.

a. **Contracting Officer.** The CO is responsible for ensuring that provisions of this order are included in all contractual documents purchasing nationally furnished project materiel as defined in this order.

(1) Only the city and state of the delivery destination will be provided for use in the contractor's determination of transportation costs in f.o.b. destination shipments. The notation "shipping instructions will be furnished later" will be the common wording to use when withholding destination addresses (from the contractor) until shipping instructions are requested by the contractor. For f.o.b. origin shipments, the notation "Government bill of lading will be furnished later" will be used.

(2) The contracting office will immediately forward to the acquisition program office, the contractor's notification of/request for shipping instructions along with a request to establish a PMSRS-generated 4500-1. Figure 4-1 is a sample of a computer-generated 4500-1. UNDER NO CIRCUMSTANCES shall shipping instructions be provided to the contractor or quality reliability officer (QRO) except by procedures prescribed in this order.

(3) The contracting office shall provide all applicable contracts and modifications in a timely manner to the transportation office to prevent delays in processing incoming GBL's and PMSRS-generated 4500-1's. For headquarters contracts, the transportation office is the NAS Contract Support Branch, ASM-730.

b. Contractor. The contractor is responsible for notifying the CO of ALL upcoming shipments (and requesting shipping instructions on non-turnkey shipments) and for following applicable the procedures set forth herein. Notification should be at least 30 days prior to anticipated shipping date or as soon as known if it is less than 30 days from date of contract or order. Lack of required information may delay issuance of the PMSRS-generated 4500-1, thus delaying shipment.

c. Headquarters Program Office. The acquisition program manager is the individual within the acquisition program office responsible for managing and/or initiating the procurement action for project materiel as well as any required shipping instructions and documents for their assigned NAS program/project area.

d. QRO'S. QRO's are responsible for ensuring contractor compliance with contractual requirements pertaining to packaging and shipping of materiel, including requesting shipping instructions at least 30 days prior to anticipated shipping date. The QRO shall verify that the shipping information supplied by the contractor is accurate and complete. They are also responsible for preparing and distributing FAA Form 256, Inspection Report for Material and/or Services, as well as electronically signing the PMSRS-generated 4500-1 on f.o.b. origin shipments. The latest version of Order 4453.1, Quality Reliability of Materiel Procured by FAA, describes the activities of the QRO in more detail. For QRO's not having connectivity to the PMSRS, the transportation office will print and sign a copy of the PMSRS and send it to the QRO. Appendix 1, figure 24, is an example of FAA Form 256.

e. F&E project materiel manager. They are responsible for making sure documents are accurately processed for financial and quantitative support of the accounting and property systems. They are the regional focal points for receipt, control, and distribution of the documentation prescribed herein.

f. Paying Office. Either AAA-222 for Washington headquarters- funded contracts or the local accounting office for regional/center funded contracts.

g. Transportation Officer. The transportation officer provides guidance and assistance on matters pertaining to the preparation of project materiel shipping documents and makes sure they are complete and correct in accordance with contract requirements. The transportation officer is the only person authorized to release shipping documents.

FIGURE 4-1. PMSRS-GENERATED 4500-1 (PAGE 2)

```
                    FEDERAL AVIATION ADMINISTRATION          RIS: FAA-4500-1
          LIS / PROJECT MATERIEL SHIPPING/RECEIVING SYSTEM   DATE: 12/09/92
          PROJECT MATERIEL SHIPPING NOTICE/RECEIVING REPORT  PAGE:      2

OUTGOING NO:    694 A

          PART B - PROJECT MATERIEL KEY PUNCH SOURCE DATA
-------------------------------------------------------------------------
RG  COST CENTER  MC  COST CODE  JOB ORDER  GSA ADDRESS  UM  FS  TR CODE  CONTRACT/ DOCUMENT NO.
-------------------------------------------------------------------------
 8   8050        2   440        02714      698263       X   1   81        694 A

          PART C - UNIT IDENTIFICATION/RECEIVING REPORT (CONTINUED)
-------------------------------------------------------------------------
CLIN  MOD  NATIONAL STOCK NO. NEW STOCK NO.        UI (NST/UI)  QUANTITY UNIT COST
MODEL NO.  ITEM DESCRIPTION
-------------------------------------------------------------------------

0001       8200-00-120-4360 1                     SY           3
           60 CHNL RECORDER/REPRODUCER                         13,841.00
                                          LINE ITEM COST:      41,523.00

0002       8200-00-120-4361 1                     SY           1
           60 CHNL PORTABLE REPRODUCER                          6,636.00
                                          LINE ITEM COST:       6,636.00

                                   TOTAL AMOUNT OF INVOICE:    48,159.00
                                                               ==========
*************************************************************************
                    S H I P P I N G   C O N F I G U R A T I O N
                    -------------------------------------------
NO.   WEIGHT    DIMENSIONS        NO.   WEIGHT    DIMENSIONS
 3    460 LBS   83X24X21           1    110 LBS   50X24X21

*************************************************************************
ACCOUNTING CLASSIFICATION:

REIMBURSEMENT REQUIRED     : NO
REIMBURSEMENT AGREEMENT NO.:

------------------------------ RECEIVED BY ------------------------------

SIGNATURE:_____ TITLE: _____ DATE:_____
```

FIGURE 4-1. PMSRS-GENERATED 4500-1

FEDERAL AVIATION ADMINISTRATION RIS: FAA-4500-1
LIS / PROJECT MATERIEL SHIPPING/RECEIVING SYSTEM DATE: 12/09/92
PROJECT MATERIEL SHIPPING NOTICE/RECEIVING REPORT PAGE: 1

PART A - SHIPPING INSTRUCTIONS

PREPARED BY: VIOLET M. DEAN OUTGOING NO: 694 A PROJECT CONTROL NO: 8609
AMC120
202-646-5172

GBL NUMBER: - , , METHOD OF SHIPMENT:
GBL-DATE : / / CARRIER :

TYPE SHIPMENT: FOB DESTINATION ESTIMATED DELIVERY DATE: 11/92

RELEASED BY: JANICE WILLIAMSON RELEASE DATE: 12/09/92
TITLE : TRANSPORTATION OFFICER, ASM730

S H I P T O

69825M FEDERAL AVIATION ADMIN
FAA NEW DENVER TRACON, ROOM 161
6450 POWHATTAN ROAD
DENVER, CO
80249

S H I P P E D F R O M

MAGNASYNC CORPORATION
1135 MANSFIELD AVENUE
HOLLYWOOD, CA 90038

CONTACT : BRETT JURIS
PHONE NO.: 213-962-0382

S P E C S H I P P I N G I N S T R.

M A R K F O R

NAME : CLAUDIA SENA
PHONE NO.: 303-361-0404

PART B - PROJECT MATERIEL KEY PUNCH SOURCE DATA

RG	COST CENTER	MC	COST CODE	JOB ORDER	GSA ADDRESS	UM	FS	TR CODE	CONTRACT/ DOCUMENT NO.
S	8050	2	440	02714	698263	X	1	81	694 A

PART C - UNIT IDENTIFICATION/RECEIVING REPORT

SYSTEM DESCRIPTION: MCVR
CONTRACT/PURCHASE ORDER NO.: 0191C00044 CONTRACT MOD NO.:

SPECIAL MESSAGES:

A COPY OF THIS INVOICE SHALL BE ENCLOSED WITH YOUR PACKING LIST AND ATTACHED TO THE SHIPPER'S MANIFEST OR YOUR SHIPMENT MAY BE RETURNED.

CONTACT:

4-4. SHIPMENTS FROM DOD/DOD CONTRACTORS.

a. DD Form 250. Any shipments from DOD contracts or FAA agreements with DOD, shall utilize DD Form 250, Materiel Inspection and Receiving Reports, in lieu of the PMSRS-generated 4500-1. See appendix 1, figure 25, for an example of the form. The contractor is responsible for preparing this form. All shipments of NAS F&E project materiel shall be accompanied by a DD Form 250. It shall be utilized for both payment and accountability purposes. Copies shall be sent by the contractor to various offices as described herein. The acquisition program office is responsible for providing appropriate addresses to the contractor. DOD is responsible for facilitating the ordering process and making payment to the contractor.

b. Preparing the Shipment.

(1) The acquisition program office is responsible for providing a copy of the DO or telecommunication service request (TSR) (if the DO is unavailable) by mail to the F&E project materiel manager 2 weeks prior to shipment of the equipment. The F&E project materiel manager is responsible for notifying the consignee/technical representative (TOR) of the impending shipment.

(2) Upon receipt of the DO, the contractor will prepare and distribute the DD Form 250 at the time of shipment in the following manner:

Two copies with the shipment
One copy by mail to the regional project materiel manager
One copy to the project office

(3) The F&E project materiel manager should file the advance copy of the DD Form 250 as a suspense copy to match up once a signed DD Form 250 is received.

SECTION 2. PROCESSING THE PMSRS-GENERATED 4500-1

4-5. NOTIFICATION OF/REQUEST FOR SHIPPING INSTRUCTIONS.

a. The contractor shall notify the CO, in writing, as soon as it is known when items will be ready for shipment (both turnkey and non-turnkey). For non-turnkey shipments the notification will include a request for shipping instructions. The notification and request for instructions must include the name and telephone number of the shipper, the quantity and unit cost of each item being shipped, the number of pieces, weight, and dimensions of each container in the shipment and any materiel handling equipment which may be necessary as well as any storage requirements. If the weight and dimensions are unknown, an estimate for rate and routing purposes must be provided on the request for shipping instructions. If the price charged to the FAA (contract cost) for any items is either proprietary or for any other contractual reason not available, a realistic value "estimate" must be provided.

b. All contracting office requests to the acquisition program office for preparation of shipping instructions are to be in writing.

c. The acquisition program office should initiate shipping instructions without waiting for a request from a contractor when they can predict a shipping date and sufficient data is available to determine the number of pieces, weight, and dimensions to be shipped.

d. The acquisition program manager is responsible for ensuring the WIM is aware whenever a pending shipment is to occur.

e. The acquisition program office must coordinate with the F&E item managers prior to scheduling shipment destination changes for large or multiple shipments to the FAALC that might require special shipping instructions for off loading.

4-6. PREPARING THE PMSRS-GENERATED 4500-1.

a. Each line item listed on a PMSRS-generated 4500-1 (as delineated by the item number, unit of issue, and unit cost fields) must correlate to a specific CLIN contained in the applicable contract/modification. All PMSRS-generated 4500-1's require a valid PCN which cross-references to the PCN in PMMS. The only exceptions are shipments to the FAALC, when a PCN of "9999" can be used. Detailed instructions on completing the PMSRS-generated 4500-1 are contained in the applicable PMSRS user guides. In addition, for FAALC shipments, each line item must contain a valid stock number. If necessary, contact the FAALC Cataloging Activity and the Supply Management Division (AML-600) for assistance in obtaining valid stock numbers (see paragraph 2-4b).

b. The completed PMSRS-generated 4500-1 is then electronically transmitted for pre-release review prior to transmission to the transportation office. It must be received in the transportation office within 15 days from the date the request is received by the CO, unless the contractor requests instructions earlier than 60 days prior to estimated date of shipment. Shipping requests/instructions are not to be transmitted to the transportation office EARLIER than 60 days prior to estimated shipment date.

4-7. REVISION/CANCELLATION OF PMSRS-GENERATED 4500-1. Since the PMSRS provides the capability for the regions and QRO to perform a "pre-release" review of the document prior to the transportation officer's release, the need for revisions/cancellations should be minimized. However, when a need to revise or cancel a transaction occurs, the following applies. Detailed instructions for revising and cancelling transactions are contained in the various PMSRS user guides.

a. If the consignee indicates that a shipment is discrepant (within either the receipt or acceptance processes) resolution may require modification and reissue of the PMSRS-generated 4500-1 by the acquisition program office. When modifying the transaction, they should utilize the "special message" feature of PMSRS to include a short statement indicating the reason for the revision. The system will change the status of the previous edition and apply an automatic message to any print request that will indicate the transaction has been superseded by a modification.

b. Within the PMSRS, the QRO does not have the capability to modify a transaction. If a correction is required after release by the transportation officer, the QRO will electronically designate the transaction as discrepant. It will be electronically returned to the acquisition program office for necessary revision. If a quick shipment is necessary, the discrepancy comment sent back should contain a citation similar to "your transaction indicates a quantity of ## for CLIN ## but I have shipped a quantity of ##." This would not hold up the actual shipment but would initiate a "cancel and reissue" requirement on the part of the acquisition program manager.

4-8. ACTIONS BY THE TRANSPORTATION OFFICE. Upon receipt, the transportation office shall review the PMSRS-generated 4500-1 for accuracy by comparing the information contained therein against the applicable contract/order file. If an error is found, it will be electronically returned to the initiator for correction, annotating the error in the special message area of the PMSRS-generated 4500-1. Once corrected, the transportation officer will electronically "issue" the document (and manually send out any attachments and GBL's for f.o.b. origin shipments).

4-9. DISTRIBUTION OF SHIPPING INSTRUCTIONS. Figure 4-2 contains the distribution key for the PMSRS-generated 4500-1 as well as manual distribution for FAA Form 4650-12's when shipping GFP. Any attachments to the PMSRS-generated 4500-1 will be manually mailed to the same organizations electronically receiving the document.

FIGURE 4-2.
DISTRIBUTION OF NATIONALLY FURNISHED PROJECT MATERIEL SHIPPING DOCUMENTS

	Transmission*
1. Transmission of the PMSRS-GENERATED 4500-1	
a. For pre-release review:	
(1) Applicable F&E project materiel manager	E
(2) QRO	E
b. After release by transportation office:	
(1) Contractor (w/GBL if applicable)	M
(2) QRO at contractor's plant	E/M
(3) Consignee	E/M
(4) Paying office (AAA-220)	E
(5) Contracting office	M
(6) F&E project materiel manager/F&E item manager	E
(7) Acquisition program office	E
c. After receipt/acceptance by consignee:	
(1) Paying office (AAA-220)	E
(2) Contracting office	M
(3) F&E project materiel manager/F&E item manager	E
(4) Acquisition program office	E
(5) Transportation office	E
d. Consignee outside of FAA or at FAA headquarters:	
(1) Contractor (w/GBL if applicable)	M
(2) QRO at contractor's plant	E/M
(3) Consignee	E/M
(4) Paying office (AAA-220)	E
(5) Contracting office	M
(6) Acquisition program office	E
e. *In place shipments:	
(1) Contractor/consignee (w/GBL if applicable)	M
(2) QRO at contractor's plant	E/M
(3) Paying office (AAA-220)	E
(4) Contracting office	M
(5) Acquisition program office	E

2. GFP issued to headquarters contractors via FAA Form 4650-12:

a. Copies 1 through 3 to consignee (contractor). Copies 2 and 3 are to be signed by the contractor and returned to the transportation office, who will transmit copy 2 to the Paying office.

b. Copies 4 and 5 to the F&E project materiel manager (or the F&E item manager for shipments from the FAALC) with accompanying GBL. This is the authorization to make shipment of the GFP listed therein to the contractor.

c. Copy 6 to the acquisition program office.

d. Copy 7 (reproduced) to the QRO.

e. Copy 8 (reproduced) to be retained in the transportation office.

* E = electronic transmission;
M = manual (mail) transmission.
Both forms are shown when the manner of distribution will depend on whether or not the office has PMSRS connectivity. Any attachments will be provided manually.

4-10. PRE-RELEASE REVIEW. Prior to release of a PMSRS-generated 4500-1 to the transportation office, the document is suspended in a pre-release status for 10 calendar days. This is to allow for a concurrent review by the appropriate F&E project materiel manager and QRO.

a. Within this 10-day, pre-release period, the F&E project materiel manager will:

(1) Verify the shipping address and SSC and that all items on the PMSRS-generated 4500-1 are identified by a stock number or are marked "INST CHG MATL" or "INST CHG LABOR." PMSRS does not allow a change to a stock number, but a local stock number can be added under the NEW NSN field during receipt and acceptance.

(2) Request any special information be added to the special message area in their comments back to the program manager.

(3) Complete the regionally required data elements on the document to ensure that contact the NAME and TELEPHONE NUMBER fields are completed.

(4) Coordinate with the receiving site prior to shipment to make sure they will be prepared for shipments requiring special unloading equipment or storage requirements.

(5) Advise the regional AF division of the upcoming shipment's estimated delivery date.

b. Within the same 10-day, pre-release period, the QRO will verify that items/quantities to be shipped and shipment configuration (weight and dimensions) are correct and any special shipping/receiving requirements are valid.

4-11. REGIONAL PROCESSING AFTER RELEASE. Once the PMSRS-generated 4500-1 has been issued, the F&E project materiel manager will manually provide a copy to the consignee (through applicable sector office) if they do not have PMSRS connectivity. The LMS will review the shipping notice and provide a copy to the field logistics person if applicable. They will confirm funding with the F&E project materiel manager if special unloading equipment is deemed necessary or if commercial storage is required.

4-12. REPLACEMENT DOCUMENTS. While the PMSRS-generated 4500-1 is still in the "active" system, replacements can be made simply by printing off another copy. Once the document has been moved from the "active" system, requests for replacement of documents lost or destroyed should be made to the transportation office. The replacement documents will be clearly marked to reflect the fact they are duplicate copies.

SECTION 3. SPECIFIC PMSRS-GENERATED 4500-1 REQUIREMENTS

4-13. PARTIAL SHIPMENTS.

a. These are fragmented units or ancillary items which make up part of one specific CLIN unit, when shipped prior to, or to a location different from, the remainder of the unit. Shipment of an entire CLIN in a quantity less than the total quantity authorized in a contract is not a partial shipment. For example, if a CLIN calls for the ultimate delivery of three "systems," a shipment of one complete system (out of the three) is not a partial shipment. Shipping a segment of one or more of the systems is a partial shipment.

b. Partial shipments are discouraged and should not be authorized unless a definite benefit will be realized by the agency. Authorization of a partial shipment is the responsibility of, and the request must be made by, the acquisition program office in order to meet an unexpected or emergency situation and not as an accommodation to a contractor.

c. A partial shipment must be cited as such in the "special message" area of the PMSRS-generated 4500-1, specifically defining what portion of what CLIN is currently being shipped. It must contain sufficient detail so the consignee can readily identify each partial shipment to its applicable CLIN. Stock numbers will not be used below the CLIN level except when the CLIN is for spare parts. The cost shown on the form must be a realistic estimated value of the items being shipped (as a portion of the CLIN value) and are to be annotated as such. The information must be in sufficient detail to allow the contractor, consignees, paying office, etc., to identify the separate shipping actions and correlate them to the CLIN level.

d. If the CLIN is being broken down into various combinations or subsystems, units, or ancillary items for shipment to different locations, a separate PMSRS-generated 4500-1 is required for each consignee.

e. As partial shipments are received the PMSRS-generated 4500-1 will be used for processing the shipments into RPMMS at the stock number level. The total estimated price for all items relating to a specific CLIN must equal the price of the actual CLIN contained in the contract.

f. No partial shipments, as defined herein, shall be made to the FAALC, except when the CLIN is for a "lot" of spare parts. In such cases, spares MAY be split into partial shipments going to the FAALC ONLY if the items to be shipped are individually identified by stock number, unit of issue, quantity to be shipped per stock number, and unit price. In the "special message" area, the acquisition program office must specify whenever the PMSRS-generated 4500-1 will include an attachment to be mailed. Such attachment must cite the same information as on the PMSRS-generated 4500-1 including the OUTGOING NUMBER field and number of pages in the attachment.

4-14. **TURNKEY SHIPMENTS.** The acquisition program office will initiate a PMSRS-generated 4500-1, identifying each CLIN being delivered. While the completed PMSRS-generated 4500-1 will be electronically transmitted, any contractor shipping lists/attachments must be manually forwarded to the transportation office to be processed through the mail. The acquisition program office must make sure the transportation office is aware whenever attachments are coming through the mail in the special message area in the PMSRS. In addition, the system will include a message to the regions/consignees that shipping notice/receiving report is being provided for shipment notification only; that it is not to be signed or processed; and that equipment is not to be picked up in inventory until after the CAI has taken place. If the notice contains an incomplete listing of equipment to be delivered, it will be modified to provide a final and complete inventory of system components after CAI and prior to PMSRS acceptance processing.

4-15. **SHIPMENTS OF GFP TO A CONTRACTOR.**

a. The acquisition program office shall initiate FAA Form 4650-12 whenever property is to be furnished to a contractor for use "as is" or for modification, reconfiguration, or incorporation for subsequent delivery as a contract line item. Any such property furnished to the contractor must be authorized in the contract prior to shipment. The FAA Form 4650-12 is to be signed by the program office and CO prior to transportation office processing to establish accountability for the GFP. See appendix 1, figure 17-2, for an example of an FAA Form 4650-12 used to ship GFP to a contractor. NO FAA EMPLOYEE OR ORGANIZATION SHALL SHIP GFP TO A CONTRACTOR UNDER A WASHINGTON HEADQUARTERS-FUNDED CONTRACT WITHOUT FAA FORM 4650-12 CONTAINING AN ASM-730 CONTROL NUMBER IN THE OUTGOING BLOCK OF THE FORM, SIGNED BY THE CONTRACTING OFFICER AND TECHNICAL OFFICER AND ACCOMPANIED BY A GBL IF NECESSARY. The transportation office will distribute FAA Form 4650-12 in accordance with figure 4-2. These procedures apply to all shipments of GFP, including those initiated as a result of a TSSC work release. Processing of FAA Form 4650-12 is done outside of the PMSRS.

b. When the F&E item managers receive transportation documents (GBL's and FAA Form 4650-12's) to ship FAALC inventory to a contractor, they "voucher" the documents; e.g., assign a number from their voucher number log, add a "date required," and ensure the "mark for" block contains a contact name and telephone number. The document is then "walked" through to the warehouse shipping and traffic offices. The assets being shipped are then processed to reduce the quantity from the LIS inventory record.

4-16. RETURN OF GFP TO THE GOVERNMENT. The following documentation is required for return/delivery of "used as is," modified, reconfigured, or incorporated GFP to the Government:

a. The contractor is required to request shipping instructions as contained herein.

b. The acquisition program office, when initiating a PMSRS-generated 4500-1, must identify the shipment as GFP and include a reference to the specific FAA Form 4650-12 which transmitted the applicable GFP to the contractor (along with pertinent information such as NSN, contract number, etc.) in the special message feature. (If the item has been modified, a request for a new NSN should have been requested and received prior to shipment.) The FAA Form 4650-12 used to ship the GFP must be provided as a manual attachment. When the FAA Form 4650-12 contains several line items, of which only a portion are being returned with the shipment, the items being returned shall be circled on the FAA Form 4650-12 and annotated on the PMSRS-generated 4500-1. On large systems-type contracts when GFP is furnished from several locations and the resulting delivery cannot be identified to a specific incoming shipment of GFP, it will be assumed that GFP provided to the contractor is being returned in the order it was delivered (first in/first out).

c. The UNIT COST and TOTAL LINE ITEM COST fields of the PMSRS-generated 4500-1 shall reflect only the "value added" and item description of those contractor-furnished components for which the Government will pay the contractor; e.g., cost of actual modification or reconfigurement added in accordance with the contract. The original cost of the GFP being returned shall be reflected on the PMSRS-generated 4500-1 in the ITEM DESCRIPTION field after annotation that the line item is returned GFP.

(1) The value of items to be picked up in inventory shall be the original cost of the GFP plus the cost of the modification.

(2) The value of the reconfigured/incorporated equipment to be picked up in inventory shall be the original cost of the GFP plus the value added as part of the reconfiguration or incorporation. The equipment is to be added to the inventory under the stock number assigned to the returned equipment. The original GFP shall be dropped from inventory, citing the applicable PMSRS-generated 4500-1 as authority.

d. When GFP was used "as is" by a contractor and is returned to the FAA without change, it will be returned on an FAA Form 4650-12 prepared to reflect the same information as provided on the FAA Form 4650-12 which originally shipped the GFP.

4-17. SHIPMENTS (OF GFP) FROM ONE CONTRACTOR TO ANOTHER CONTRACTOR. When the consignee on a PMSRS-generated 4500-1 is a headquarters contractor, the acquisition program office is required to prepare an FAA Form 4650-12 in addition to the PMSRS-generated 4500-1. In the special message area of the PMSRS a cross-reference to the FAA Form 4650-12 must be included bearing a notation that receipt of the equipment must be acknowledged on both documents in accordance with procedures contained herein (along with other pertinent information such as the NSN and the "ship from" and "ship to" contract numbers) to ensure proper property accountability as GFP to the receiving contractor. No property shall be provided without being authorized in the consignee/contractor's contract. (CAUTION: Delivery will be delayed if the consignee's contract does not authorize receipt of applicable GFP.) The FAA Form 4650-12 will be processed as an attachment to the PMSRS-generated 4500-1. All shipments to headquarters contractors shall be f.o.b. origin unless the contract contains specific language to the contrary relating directly to shipments to other headquarters contractors.

4-18. FAALC AS CONSIGNEE. Shipments of nationally furnished project materiel to the FAALC is to be configured in such a way as to allow for proper item identification and storage. This includes but is not limited to:

a. Each line item assigned an NSN and a unit cost.

b. "System" deliveries configured to allow future issue without having to break down and reconfigure the shipment.

4-19. FAA HEADQUARTERS OFFICE AS CONSIGNEE. There are occasional instances when the consignee is an office in FAA headquarters. In these instances, the property custodian of the organization receiving the materiel or equipment will assume the functions described for the F&E project materiel manager.

4-20. CONSIGNEE OTHER THAN AN FAA FACILITY OR FAA CONTRACTOR. When a consignee is neither an FAA facility nor FAA contractor, the transportation office will distribute the PMSRS-generated 4500-1 in accordance with figure 4-2. The acquisition program office shall verify the delivery address and coordinate any special shipping instructions with the consignee prior to initiating the shipping document. Regional offices are not normally involved in shipments to non-FAA facilities/contractors unless specifically concerned with equipment installation on a national reimbursable agreement. Any regional involvement should be annotated in the special remarks portion of the PMSRS-generated 4500-1 so the transportation office will know to include them in the distribution of the document.

SECTION 4. REGIONAL AND FAALC SHIPMENTS

4-21. FAALC SHIPMENT OF REQUISITIONED F&E STOCK. Requisitions are processed using PMMS by the region/center requiring F&E materiel stored at the FAALC. The materiel should be requisitioned at least 15 days prior to when it is needed. Under no circumstances should it be requisitioned more than 60 days prior to the project start date listed on the PMMS PSR. Whenever an F&E requisition is received which requires materiel delivery before the normal 15-day period, the F&E item managers expedite the shipping process by tagging and "walking" the requisition through the system. See paragraph 3-14a(4) for details of this process.

4-22. REGIONALLY DIRECTED SHIPMENTS.

a. Purchase Orders/Contracts. These are reviewed by the F&E project materiel manager for identification of materiel to be delivered. After award, stock numbers are assigned where needed, and the documents are sent to the consignee with instructions on how they are to distribute the signed receiving reports. Copies of the documents are kept in the project suspense file pending receipt.

b. FAA Form 4650-12 is used for the following types of shipments:

(1) Shipments between regions.

(2) Shipments between projects within a region.

(3) Changes in materiel classes.

(4) Regional fabrication.

c. The region shipping the equipment is responsible for preparing the FAA Form 4650-12. This can be done by either the F&E project materiel manager or the site depending on regional procedures. If the site prepares the FAA Form 4650-12, a copy must be provided to the F&E project materiel manager. If the F&E project materiel manager prepares the form, it is sent to the site. The individual at the site responsible for logistics functions will make proper transportation arrangements to ship the materiel. This will include any required packaging and handling. A copy of the bill of lading is also to be provided to the F&E project materiel manager.

d. The FAA Form 4650-12 distribution is as follows:

Original to consignee by the sending region's F&E project materiel manager
One copy to the receiving region by the sending region's F&E project materiel manager
One copy to the sending region by site if prepared by them
One copy stays with the sending site
Two copies remain with the equipment

4-23. REGIONAL GFP SHIPPING REQUIREMENTS.

a. The regional AF division shall initiate an FAA Form 4650-12 whenever property is to be furnished to a regional contractor for use "as is" or for modification, reconfiguration, or incorporation for subsequent delivery as a contract line item. Any property furnished to the contractor must be authorized in that contract. The FAA Form 4650-12 is to be signed by the regional AF division and CO prior to processing by the individual within the regional office assigned responsibility to account for Government property in the possession of contractors, to establish accountability records for the GFP. NO FAA EMPLOYEE OR ORGANIZATION SHALL SHIP GFP TO A CONTRACTOR WITHOUT THE FAA FORM 4650-12 SIGNED BY THE CO AND TECHNICAL OFFICER AND ACCOMPANIED BY A GBL IF NECESSARY. These procedures apply to all shipments of GFP including those initiated as a result of a TSSC work release.

b. When instructing a contractor to return the regional GFP, the individual assigned responsibility for administering and controlling Government property in possession of the contractor is to notify the contractor to return the equipment.

(1) When GFP was used "as is" by a contractor in the performance of the contract and is returned to the FAA without change, it will be returned on an FAA Form 4650-12 prepared to reflect the same information as provided on the FAA Form 4650-12 which originally shipped the GFP.

(2) When GFP was modified, reconfigured, or incorporated and is being returned as a contract line item delivery, the contractor is to be instructed to prepare shipping documentation showing the "value added" to the equipment as a result of the contract. Accompanying this paperwork should be a copy of the FAA Form 4650-12 which originally transmitted the GFP to the contractor. When the FAA Form 4650-12 contains several line items, of which only a portion are being returned with a shipment, the items being returned shall be annotated on the "return" FAA Form 4650-12 and circled on the attached "issuing" FAA Form 4650-12. When GFP is furnished from several locations (on large systems-type contracts) and the resulting delivery cannot be identified to a specific incoming GFP delivery, it will be assumed that GFP provided to the contractor is being returned in the order delivered (first in/first out).

SECTION 5. RECEIVING - STANDARD PROCESSING

4-24. SHIPMENTS TO NAS FACILITIES. The consignee shall:

a. Open and inspect NAS F&E shipments. However at the written direction of the regional AF division manager, receiving may entail only verifying the number of boxes in a shipment against the shipping list and looking for any visible damage. An exception to this is that ALL shipments of items requiring line-item accountability, such as test and portable communications equipment, shall be opened, inspected, and a bar code label added to each item. The information required for line-item accountability and closeout to PPIMS shall be annotated on the receiving document at the time of receipt (see appendix 1, figures 14 and 15).

b. Sign and make appropriate distribution of any ordering documents held in the project suspense folder. Forward copies of invoices reflecting charges to F&E jobs to the F&E project material manager and the field logistics person if applicable.

c. Mark the shipment as F&E with an F&E identification tag and segregate it from operations and excess stock.

d. Arrange for physical storage of material to safeguard its condition and security regardless of whether it is stored on or off site.

4-25. SHIPMENTS TO THE FAALC. The FAALC shall receive, inspect, and process project materiel shipments in accordance with provisions of this order and the latest edition of AC Order 4650.18, Storage and Transportation Operations, Chapter 1, Receiving. This order is, however, the governing authority whenever any inconsistencies exist between it and AC Order 4650.18.

4-26. PROCESSING THE RECEIPT.

a. The F&E project materiel manager will notify the regional associate program manager that the materiel has been received and will forward a copy of the signed receiving document to both the program and contracting offices. For headquarters shipments on the PMSRS, notification will be accomplished electronically.

b. If required, the F&E project materiel manager can add local stock numbers to PMSRS-generated shipping documents under the NEW NSN field as well as detailed line item information (bar code, serial number, etc.).

c. Any follow-up by headquarters to a region for receipt information shall be directed to the F&E project materiel manager, not the consignee. The F&E project materiel manager will in turn contact any other organizations, as necessary, to obtain the information needed to answer the query.

4-27. PROCESSING RECEIPTS FROM DOD CONTRACTS.

a. The consignee/TOR shall sign and date both copies of the DD Form 250 in block 22, annotating any discrepancies and forward one copy to the F&E project materiel manager within 5 work days from the date the materiel was received. The other copy should remain with the equipment to serve as the packing list.

b. Upon receipt of the signed DD Form 250, the F&E project materiel manager will enter any required accounting source data and notify the regional associate program manager that the materiel has been received. The original DD Form 250 is to be returned to the contractor (noted in block 23), one copy to the acquisition program office and one copy to accounting office, within 5 work days from the date the signed copies are received from the consignee/TOR. The F&E project materiel manager will notify the acquisition program office of any problems concerning items received prior to making distribution.

c. The consignee/TOR shall provide one copy to the contractor's representative, forward one copy to the acquisition program office, and file one copy in the facility's project file.

d. The consignee/TOR should notify the regional associate program manager that the materiel has been installed/accepted. Problems encountered during the installation process should be coordinated with the regional associate program manager and the acquisition program office prior to signing the DD Form 250.

e. The contractor will provide three copies of the DD Form 250 to the consignee/TOR after the installation and acceptance is accomplished in accordance with the terms of the contract. After the receipt of the DD Form 250, the consignee/TOR shall mark an "X" in the ACCEPTANCE square, sign, and date the form in block 21B on all three copies.

SECTION 6. PMSRS-GENERATED 4500-1 PECULIAR

4-28. RECEIVING PROCEDURES.

a. For non-turnkey shipments, ALL consignees are required to either accept or flag as discrepant the PMSRS-generated 4500-1 within 7 calendar days from the date the materiel was received. This is in accordance with OMB Circular A-125, Prompt Payment, whereby a shipment is legally considered "accepted" 7 calendar days after receipt unless otherwise noted. The PMSRS will automatically accept the shipment and mark the transaction complete 7 calendar days from the date materiel was received if acceptance/nonacceptance has not already occurred. A copy should be printed by the consignee and retained for file.

b. For turnkey shipments, the PMSRS-generated 4500-1 will be provided to properly receipt for the property. Until the system has been accepted by the Government as the result of a CAI, acceptance of the PMSRS-generated 4500-1 is not to be performed.

4-29. RECEIPTS BY FAA HEADQUARTERS. For those headquarters office which do not have access to the PMSRS, the property custodian of the organization receiving the materiel/equipment will be physically sent the PMSRS-generated 4500-1. The organizational property custodian shall, in turn, reproduce the PMSRS-generated 4500-1, as required, and manually distribute the signed copies as follows:

a. Two copies to the paying office, Accounting Operations Division, AAA-220.

b. One copy to the Headquarters Facilities Management Staff, AAF-50, along with a code strip (see appendix 1, figures 14 and 15).

c. One copy to the acquisition program office.

4-30. RECEIPTS BY FAA CONTRACTORS. Upon receipt of the equipment, the consignee/contractor shall sign copies one and three of FAA Form 4650-12, send copy one to the transportation office and copy two (plus a copy of the PMSRS-generated 4500-1) to the paying office.

4-31. QRO RESPONSIBILITIES.

a. The QRO shall prepare and distribute FAA Form 256 in accordance with the terms of the contract immediately upon Government acceptance of materiel/equipment on the behalf of the Government for f.o.b. origin contracts.

b. By the next workday after the PMSRS-generated 4500-1 (for f.o.b. origin shipments) has been released (or for those who do not have connectivity, after a mailed print copy is received) the QRO is to sign (accept) the equipment/materiel. On manually mailed "print" copies, a copy is to be sent to the paying office and the consignee's servicing accounting office. If the consignee is not an FAA facility, the copy should go to the consignee.

c. If the PMSRS-generated 4500-1 has not been received (system generated or by mail) at the time the QRO accepts the shipment for the Government, the QRO shall immediately notify the acquisition program office.

SECTION 7. PROCESSING SHIPMENT DISCREPANCIES

4-32. F&E SHIPMENTS FROM NATIONAL CONTRACTS.

a. FAALC as the Consignee.

(1) The FAALC Storage and Transportation Division (AML-300) shall notify the F&E item managers and the Supply Management Division (AML-600) when discrepancies exist or when a shipment is received without the necessary PMSRS-generated 4500-1. The F&E item managers will initiate action to resolve the discrepancies and/or obtain a print copy of the appropriate PMSRS-generated 4500-1.

(2) When F&E equipment is received that is not properly configured or packaged in such a way as to allow item identification and storage, the FAALC receiving office should contact the F&E item managers and work with them and other FAALC and headquarters offices to resolve the problems associated with lack of proper documentation, labeling, packaging, and identification for resolution.

b. FAA Consignee other than the FAALC. The consignee is responsible for immediately advising the F&E project materiel manager of any project materiel shipments received without a PMSRS-generated 4500-1 or of any over, short, damaged, or back-ordered items. In such cases, the consignee shall annotate the information on the receiving document as directed by the F&E project materiel manager prior to distribution.

c. Actions by the F&E Project Materiel Manager.

(1) Upon notification by the consignee that a shipment has arrived without a PMSRS-generated 4500-1, the F&E project materiel manager shall immediately check the PMSRS and advise the acquisition program office to generate one if needed.

(2) When overages or damaged shipments are reported by the consignee, the F&E project materiel manager shall advise the acquisition program office and request corrective action. Refer to the latest edition of Order 4770.3, Transportation and Traffic Management, for procedures on handling damaged shipments.

(3) Any problems associated with receipts on DD-250's will be resolved by the F&E project materiel manager and the acquisition program office prior to forwarding the documents to the servicing accounting office.

d. Actions by the Acquisition Program Office. Upon being advised of reports of any overages, shortages, or damaged shipments, the acquisition program office shall coordinate, as required, with the contracting and transportation offices to resolve the discrepancy and advise the applicable organization of the results (or status) and disposition of the discrepancy within 10 work days. This includes any required processing of a revised PMSRS-generated 4500-1.

4-33. SHIPMENTS FROM FAALC. Notification of discrepant FAALC shipments is usually by a telephone call from the consignee to the F&E item manager due to the incorrect quantity or item being shipped or damage to the item. The F&E item manager expedites the paperwork required to ship the correct serviceable item/quantity. At the same time, they advise the consignee to return the originally shipped items to the FAALC, providing the consignee with an "over, short, and damaged" number to be included with the return shipment (in the "mark for" box of the FAA Form 4650-12 prepared by the consignee to return with the shipment).

4-34. OTHER SHIPMENTS. Whenever a shipment arrives at an FAA site and the shipment's origin is not known, the consignee shall contact their logistics office and follow the instructions received.

APPENDIX 1. SAMPLE FORMS AND REPORTS

1. The following forms are available through normal distribution channels:

FORM NUMBER	TITLE	NSN	UNIT OF ISSUE
FAA Form 4570-1	Request for Supply Catalog Data	0052-00-090-3002	Set
FAA Form 2510-11	Project Authorization	0052-00-887-3000	Sheet
FAA Form 6000-12	Change Document Facilities Master File	0052-00-875-1004	Pad
FAA Form 4650-17	Receiving Document Code Strip	0052-00-879-4000	Sheet
FAA Form 4650-18	Personal Property Data Entry Form	0052-00-879-5001	Sheet
FAA Form 4650-12	Materiel Requisition/Issue/Receipt	0052-00-691-8001	Set
FAA Form 4650-13	Materiel Requisition/Issue/Receipt Continuation Sheet	0052-00-691-9001	Set
FAA Form 4250-4	Shipping Order	0052-00-074-4001	Set
FAA Form 256	Inspection Report of Materiel and/or Services	0052-00-671-6000	Sheet
	F&E Identification Tag (Small)	9000-00-200-2737	Hundred
	F&E Identification Tag (Large)	9000-00-200-2738	Hundred

2. SF 1103, Government Bill of Lading, NSN 7540-00-656-1476, Unit of Issue: Hundred, is available for ordering through GSA.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 1. REQUEST FOR SUPPLY CATALOG DATA, FAA FORM 4670-1

REQUEST FOR SUPPLY CATALOG DATA
(Forward original and two copies to AAC-490 for review and approval)

REQUEST NO.: ANR-110-115
DATE: 12/19/90

INFORMATION FURNISHED BY INITIATING ACTIVITY
(All blocks are to be filled in when information is available.)

CHECK THE APPROPRIATE BLOCK AND PROVIDE COMPLETE DESCRIPTION

☒ ADDITION ☐ CORRECTION ☐ DELETION ☐ INTERCHANGEABILITY

Long Range Radar (LRR) Transmitter Modification Kit

MANUFACTURERS PART NUMBER	MANUFACTURERS CODE
NAME OF MANUFACTURER	ADDRESS OF MANUFACTURER (Street, City and State)

CIRCUIT SYMBOL AND/OR PARTS BREAKDOWN REF. DESIGNATION	EQUIPMENT OR AC USED ON	UNIT PRICE
	ARSR/FPS	$250,000

FSC	SMIC	UNIT OF ISSUE	QUANTITY UNIT PACK
8200-00-110-	43581	EA	1
PAST YEAR ISSUES	QUANTITY ON HAND	INITIAL REQUIREMENTS	ANNUAL REQUIREMENTS
		76	

JUSTIFICATION *(Provide complete explanation of the need for the item or reasons why need no longer exists)*

Washington Item Manager (WIM)-21

NAME AND ROUTING SYMBOL OF REQUESTER	TITLE OF REQUESTER
Bill A. Holland, ANR-110	Program Management Specialist

FOR DEPOT USE ONLY

	APPROVED	DATE	SIGNATURE OF ☐ INVENTORY MANAGER ☐ EQUIPMENT SPECIALIST
	DISAPPROVED		
	INSUFFICIENT CATALOG INFORMATION	S AND A ITEM ☐ YES ☐ NO	

☐ NSN DESCRIPTION OR ☐ ADDITIONAL DESCRIPTION REQUIRED

DATE	SIGNATURE OF CATALOGER	TEMP. NSN ASSIGNED BY AAC-490

FAA Form 4670-1 (10-77)

COPY 1

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 2. PROJECT AUTHORIZATION (PA), FAA FORM 2510-11

PROJECT AUTHORIZATION	FACILITIES AND EQUIPMENT, 1992 X DIRECT _ REIMBURSABLE	ISSUED TO: MANAGER, AIRWAY FACILITIES DIVISION, ASW-400	DATE: JAN 28 1992	RIS: BU 2510-15 FMS MODULE: MAFMGEN
REQUESTED BY: APM-110/ANR-400	DATE REQUESTED: 01/20/92	REQUEST NO: PM110-92-3070	AUTHORIZATION NO: SW92-51	

BUDGET ITEM OR REIMB. AGREEMENT NUMBER	INITIAL PROJECT AUTH. NUMBER (2)	PROJECT DESCRIPTION (3)	PROJECT CODE/YEAR (4)	LOCATIONS (5)	PMT NO. (6)	OBLIGATION AUTHORITY GRANTED (7)
		ARSR-3 PROGRAM THIS ALLOCATES FUNDS FOR THE ARSR-3 3-LN MODIFICATION JOB ASSIGNMENT AND SITE PREPARATION.	2521-0-590.09	SONORA, TX 92962		$1,000
				PA TOTAL:		$1,000
		SOURCE OF FUNDS: PM92-454				

REMARKS: BCF Reimb. (250) YF
REFERENCE MEMO FROM ANR-400 TO APM-110 DATED 01/21/92.

cc: ASW-422, 420.1, 450.510, 423/.5, AUS AFS 2/4/92

Leon P. Hillis (signature)
JAMES J. JENKINS, APM-110

Shirley S. Miller (signature)
APPROVED FOR THE DIRECTOR OF BUDGET BY:
SHIRLEY S. MILLER, ABU-320

PAGE 1 OF 1 PAGES

FAA FORM 2510-11 (3-83) SUPERSEDES PREVIOUS EDITION

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 3. CHANGE DOCUMENT FACILITIES MASTER FILE, FAA FORM 6000-12

Change Document
Facilities Master File

A ☒ ADD
B ☐ CHANGE
C ☐ DELETE

Item No.	Data for FAA Subsystem	Old Data	New Data
1	FACILITY TYPE		TWEB
2	LOCATION IDENTIFIER		ICT
3	REGION		CE
4	COST CENTER		08421F
5	LOCATION NAME - (13 Characters)		
6	STATE		KS
7	GSA ADDRESS CODE		6233
8	FACILITY IDENT CODE		74663
9	FACILITY CLASS		B
10	STATUS		G
11	STATUS DATE (MMDDYY)		01-23-90
12	INVENTORY LOCATION CODE		03
13	CONGRESSIONAL DISTRICT		04
14	RESPONSIBILITY CODE		A
15	POWER SOURCE CODE		3
16	AIR CONDITIONING CODE		A
17	FACILITY UNITS		001
18	RESTORATION LEVEL CODE		B1
19	FREQUENCIES IN PLACE		
20	CONTRACT MAINTENANCE		
21	REMOTE LOCATION - ASSOC.		ICT
22	CONTROL LOCATION - ASSOC.		ICT
23	ENV TECH TRIPS/CO - FACIL		00000
24	ENV TECH TVL MIN/CO - IDENT		0000
25	ELECT TECH TRIPS/CO - FACIL		FSS
26	ELECT TECH TVL MIN/CO - IDENT		ICT
27	REGIONAL USE FIELD 1		
28	MAJOR SWAPOUT DATE (MMDDYY)		
29	NAPRS REPORTING LEVEL		
30	NAPRS CONTROL - FAC		
31	NAPRS CONTROL - IDENT		

32 REMARKS: Add Facility

33 ORIGINATOR SIGNATURE AND TITLE	34 DATE	35 REVIEWED BY		
John Doe Scott Murphy	27 Feb 1989	RTG. SYM. AO	INIT. JM	DATE 2-2-90
		RTG. SYM. AWPS	INIT. Jm	DATE 2-5-90

FAA Form 6000-12 (9-88) Supersedes Previous Edition

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 4. ADVANCED ACQUISITION PLAN (AAP)

ORGANIZATION: ANR-110/400 ADVANCED ACQUISITION PLAN FY-93 7/92 (Ref. 2/91)

ALS #	DESCRIPTION	10 DIGIT PROJECT CODE	ESTIMATED AMOUNT (000)	ESTIMATED PR DATE	ESTIMATED AWARD DATE	SOLICIT. (1)	COMP. (2)	PR REQ. (3)	PR TYPE (4)
93-ANR400-1001	RADOMES (ADDITIONAL FUNDS)	25210631.91	4,168,000	9/92	12/92	B	–	–	–
93-ANR400-1002	ARSR-3 3-(?) MOD (TSSC)	25210590.89	6,000,000	10/92	1/93	L	–	–	–
93-ANR400-1003	CD-2 SUSTAIN ("SPARES")	25110101.90	2,000,000	12/92	4/93	L	–	–	–
93-ANR400-2001	LRR MODS (WX MOD)	25210501.93	1,000,000	1/93	7/93	L	–	–	–

(1) SOLICITION PROCEDURE
A - INVITATION FOR BID (IFB)
B - REQUEST FOR PROPOSAL (RFP)
O - OTHER (TWO STEP)
L - NON COMPETITIVE

(2) COMPETITION
8(a) - MINORITY
SB - SMALL BUSINESS
GSA - FEDERAL SUPPORT SCHEDULE

(3) PR REQUIREMENTS
K - KEY DECISION MEMO
P - SOURCE SELECTION PLAN
S - SPECIFICATIONS

(4) PR TYPE
IDENTIFY IF PR IS FOR:
S - STUDY
C - CONSULTATION
H - HIGH WASTE

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 5. ANNUAL PROCUREMENT PLAN (APP)

ANNUAL PROCUREMENT PLAN (APP)

ADMINISTRATION/ DEPARTMENTAL ELEMENT/DIVISION Federal Aviation Administration/OST

SEQUENCE # _____

ACTION DESCRIPTION LRR TRANSMITTER MODIFICATION – Transmitter chain replacement engineering.

(1) OFFICE	(2) $ AMOUNT	(3) CONTACT POINT	(4) CONTACT PHONE #	(5) SOLIC METHOD	(6) COMPE-TITION	(7) FY/QTR PR	(8) FY/QTR SOLIC	(9) FY/QTR AWARD	(10) SET-ASIDE	(11) ADVIS/ ASSIST	(12) DPA	(13 SUPPORT SERVICES
01	2,000,000	Bill Hale	73649	2	1	92/2	92/3	92/4	N	N	N	N/A

REMARKS "Updated" APP #137

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 6. LIS/PMMS PROJECT STATUS REPORT (PSR), RIS: RIS: LG 4650-9

FEDERAL AVIATION ADMINISTRATION
LIS / PROJECT MATERIEL MANAGEMENT SYSTEM

RIS NUMBER: LG-4650-9
DATE: 06/29/90 PAGE: 2

PROJECT STATUS REPORT

PROJECT STATUS EST	COM	CANC	COMP	CHG	PROG MGR CODE	PROJ TYPE	PROJECT LOCATION	SUPPLY SUPPORT CODE	TYPE WORK	FY	REIM-BURSE CODE	SPEC PROJ	START DATE	PROJ CNTL NUM	CMPT START DATE	PML ESTAB	JOB ORDER NUM	BUDG
	2			1	04	3	HARRISBURG PA ASR9	1-692425-4531	001	87	1	4531	88045	[illegible]	92180	081985	70634	2A

TC	ITEM NUM	NATL STOCK NUMBER	DESCRIPTION	UI	UNIT PRICE	VALUE	RQD QTY	SOURCE DEP	SOURCE DIR	QTY SHIPPED DEP	QTY SHIPPED DIR	ON HAND DEPOT	DUE-IN QTY DEP	DUE-IN QTY REG	DATE AVAIL	
	1	5840-00-300-18671	ASR9 RADAR	SY	999999.99	999999.99	1									V33
	2	6625-01-138-00741	492P OPTS01-02-03	EA	31000.00	31000.00	1	1				1				W15
	3	7025-01-298-00801	PRTR 120DS	EA	195.00	390.00	2	2				2				V33
	4	5985-01-312-30391	ATTN,FIXED 320S	EA	75.00	75.00	1	1				1				W15
04	5	5895-01-309-84971	MODEM,OMNI 96	EA	2535.00	5070.00	2	2				2				W04
	6	4940-01-312-30821	GROUNDING KIT	EA	131.00	131.00	1									W15
	7	4940-01-312-66151	GROUNDING KIT	EA	44.00	44.00	1									W15
	8	5995-01-124-99691	CBLA 10833A	EA	75.00	75.00	1									W15
	9	6150-01-257-64241	CBLA HP11730C	EA	105.00	105.00	1									W15
	10	6625-00-469-22581	HP410C MUL	EA	1764.00	1764.00	1									W15
	11	6625-01-015-44121	8482A SEN	EA	411.00	822.00	2									W15
	12	6625-01-026-28821	8484A POWER SENSOR	EA	800.00	800.00	1									L15
	13	6625-01-210-88381	K212 CART	EA	308.00	308.00	1									W15
	14	6625-01-252-02961	HP438A WPTOOS MTR	EA	4900.00	4900.00	1									W15
	15	6625-01-312-47261	2445A OPT 01 OSC	EA	4633.30	4633.30	1	1				1				W15
	16	6145-00-767-78931	CBL 25PR/22 INT	FT	.63	63.00	100									X70
	17	6145-00-827-19381	CBL RG333U EXT	FT	1.40	350.00	250	250				250				X70

The PSR is based on the PML for a specific project. The total nationally provided project requirements may be contained in more than one PSR, as separate PCN's may be assigned depending upon the number of responsible offices that are involved in the accomplishment of the project. PSR's are transmitted weekly from the AML whenever project information is changed, and in addition, may be retrieved remotely on an as required basis. They can also be reviewed on-line from individual work stations via PMMS. When a PSR is received, it should be reviewed for accuracy of the GSA address, JON, and the "header" data against the previous version to determine what has been changed. Each line item changed will be annotated by a transaction code.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 7. LIS/PMMS REQUIREMENTS/ASSETS REPORT, RIS: LG 4650-6

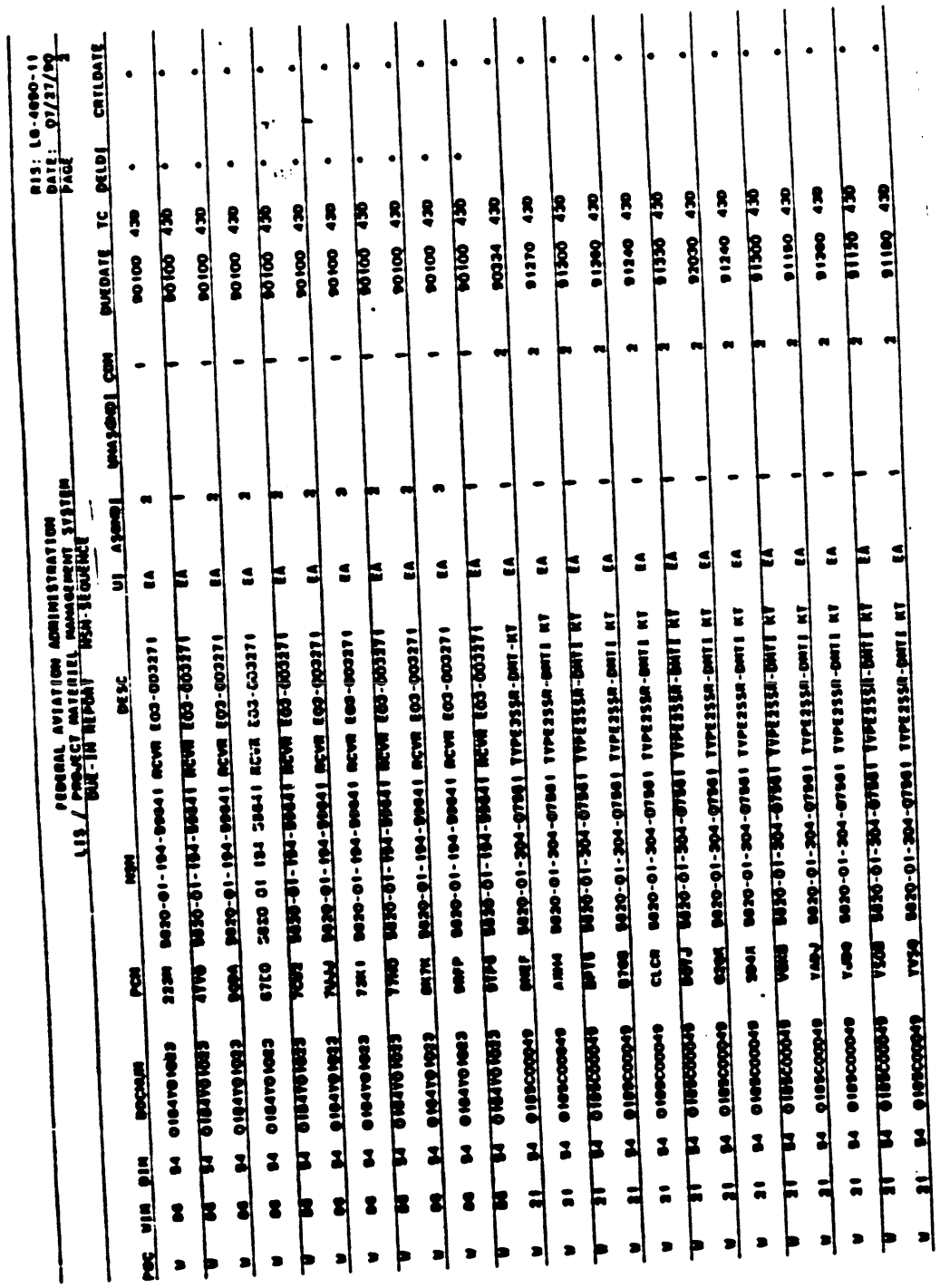
FAA Form [illegible]   PROJECT MATERIAL REQUIREMENTS / ASSETS REPORT   PAGE 1161   03/23/93

S30A	1	07	89356	FIVE YR PLAN	895304	900	2		11		9	
				SHORTAGE SUMMARY	895304	900					9	
W 71 52	82000013044551			DIESEL ENG [illegible]	SE	10944900		7	7		1	
[illegible]	3	12	91335	NEW ORLEANS MST LA	804021	601			7		1	
				SHORTAGE SUMMARY	804021	601					1	
W 71 52	82000023044571			ENG GEN SET	SE	1134[illegible]		1		1		1
[illegible]	4	07	93150	STOCKTON, CA	921234	605				1		
W 71 52	82000023044581			AUTO. TRANSFER SW	EA	57[illegible]		47	44	1	44	1
A45C	3	11	90038	PHOENIX	894957	190			1		1	
BOTC	3	11	90038	WASHINGTON DC	894957	190			1		1	
CYFW	3	11	90038	CHARLOTTE	894957	190			1		1	
EJMA	3	11	90038	FAA AERO CENTER	894957	190			1		1	
[illegible]	3	11	90038	RALEIGH-DURHAM	894957	190			1		1	
LJ[illegible]	3	11	90038	KANSAS CITY	894957	190			1		1	
[illegible]	3	11	90038	DETROIT	894957	190			1		1	
[illegible]	3	11	90038	FORT LAUDERDALE	894957	190			1		1	
[illegible]	3	11	90038	PHILADELPHIA	894957	190			1		1	
[illegible]	3	11	90038	NEW YORK	894957	190			1		1	
[illegible]	3	11	90038	WEST PALM BEACH	894957	190			1		1	
[illegible]	3	11	91156	SLC	894957	190			1		1	
[illegible]	3	11	91156	MIAMI	894957	190			1		1	

The R/A Report is generated weekly in paper media and is also available on-line. It is mailed from the AML to the program office. It is a listing in WIM or NSN sequence by project materiel line item contained in PMMS. It indicates the status of a given item such as total requirements of an item by project, total assets on hand (committed, uncommitted, and unserviceable) and shortages by project code. From the R/A report, the WIM can determine the total shortage of an item and the projects generating the requirements for the item for nationally furnished materiel. With this data, the WIM coordinates with the affected program managers in developing an acquisition plan for such shortages and ensures that timely acquisition is initiated.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 8. LIS/PMMS DUE-IN REPORT, RIS: LG 4650-11



The Due-In Report is transmitted weekly to the program office and is also available on-line. The due-in report is a listing in WIM or NSN sequence by NSN/project/document number (e.g. PR/contract number) of project material availability dates for specific NSN/projects. Due-in dates must be established before this report can be generated.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 9. LIS/PMMS CRITICAL PROJECTS REPORT, RIS: 4650-12

FEDERAL AVIATION ADMINISTRATION
LIS / PROJECT MATERIEL MANAGEMENT SYSTEM
CRITICAL PROJECTS REPORT

RIS NUMBER LS-4650-12
DATE 03/28/93 PAGE 93

PMGR/REG
07

START DATE	PCN	SHIP STATUS	MATERIEL AVAIL	SSC	LOCATION NAME
** PROJECTS WHICH REQUIRE MATERIEL **					
88-001	08VA	NO SHIP	NOT AVAIL	7-694206-9831	GRAND TURK, BH
88-001	08ZA	P. SHIP	NOT AVAIL	7-694268-9831	BIMINI, BH
88-001	08XA	NO SHIP	NOT AVAIL	5-690560-9831	SEATTLE, WA VORTAC
88-001	08WA	NO SHIP	NOT AVAIL	5-690661-9831	SEATTLE, WA ARSR
88-001	08CA	P. SHIP	NOT AVAIL	7-69F310-9831	ST. CROIX, VI
88-001	08BA	P. SHIP	NOT AVAIL	7-69F308-9831	ST. THOMAS, VI
88-001	08DA	NO SHIP	NOT AVAIL	7-69F312-9831	BORINQUEN, PR
88-001	08EA	P. SHIP	NOT AVAIL	7-69F304-9831	SAN JUAN, PR
88-001	08GA	NO SHIP	NOT AVAIL	3-696462-9831	ST. LOUIS, MO
88-001	08FA	NO SHIP	NOT AVAIL	3-696617-9831	OMAHA, NE ARSR
88-001	08HA	NO SHIP	NOT AVAIL	3-696618-9831	OMAHA, NE RAPCON
88-001	08JA	NO SHIP	NOT AVAIL	3-696619-9831	NORTH PLATTE, NE
89-001	VOR1	NO SHIP	NOT AVAIL	3-696115-9824	FORT DODGE, IO
89-356	830A	NO SHIP	NOT AVAIL	W-683180-830A	FIVE YR PLAN
90-113	45PJ	NO SHIP	NOT AVAIL	5-690221-9831	CASCADE ID ARSR
90-115	411K	NO SHIP	NOT AVAIL	C-696361-9831	INDIANAPOLIS IN
90-115	SC41	NO SHIP	NOT AVAIL	5-688415-9831	CEDAR CITY UT ARSR
90-115	7LCD	NO SHIP	NOT AVAIL	C-695200-9831	EVANSVILLE IN
90-115	LLJ2	NO SHIP	NOT AVAIL	1-692433-9824	PHILADELPHIA PA
90-115	J65U	NO SHIP	NOT AVAIL	C-695303-9831	FT WAYNE IN
90-115	87JV	NO SHIP	NOT AVAIL	C-695220-9831	LAFAYETTE IND

The Critical Projects Report is generated/mailed/transmitted quarterly in paper media and is not available on-line. It is transmitted/mailed from AML to the applicable program and regional office. It is a listing in program manager/region sequence by project and materiel availability status. There are three categories:

1. complete (all materiel identified for a project that has been requisitioned and shipped);

2. available (all materiel identified for a project is showing as on hand and is available for requisitioning)

3. partial (some of the materiel required for a project is not yet available for requisitioning from the FAALC).

It is provided for program manager/region/AML use in project/materiel management. For example, projects in the complete category should be reviewed to determine if the project can be completed. When a request for project completion comes from the Regional Project Materiel Manager, the request goes into suspense within PMMS for approval by the applicable program manager.

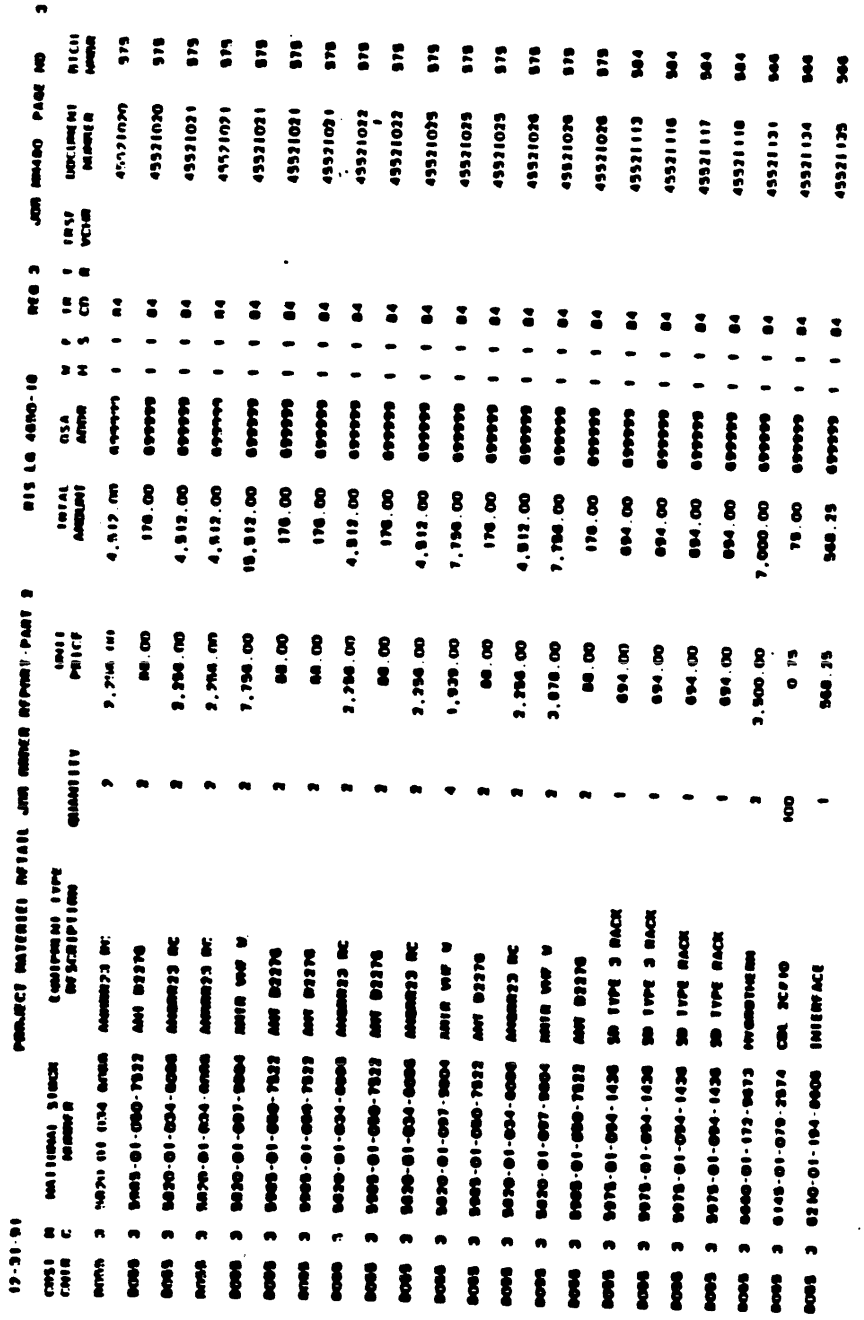
APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 10. RPMMS DETAIL JOB ORDER (DJO) REPORT, RIS: 4650-16 PART 1

The DJO Reports are available on either microfiche or hard copy. It is a listing of transactions entered into RPMMS during the previous month's processing, which will be printed out with PC of "2" or "4". It reflects all data entry, regardless of source. It consists of two parts, matching Parts 1 and 2 of the PMC, and provides the capability to review the accuracy of transactions and transfer receiving documents to the master job file after verification, and a convenient means to correct erroneous data by annotating the report, thus eliminating the need to prepare code sheets for error correction. It can also be used as a monthly listing for verification.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 10-1. RPMMS DETAIL JOB ORDER (DJO) REPORT, RIS: 4650-16 PART 2



APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 11. RPMMS PROJECT MATERIEL CUMULATIVE (PMC) REPORT, RIS: 4650-19 PART 1

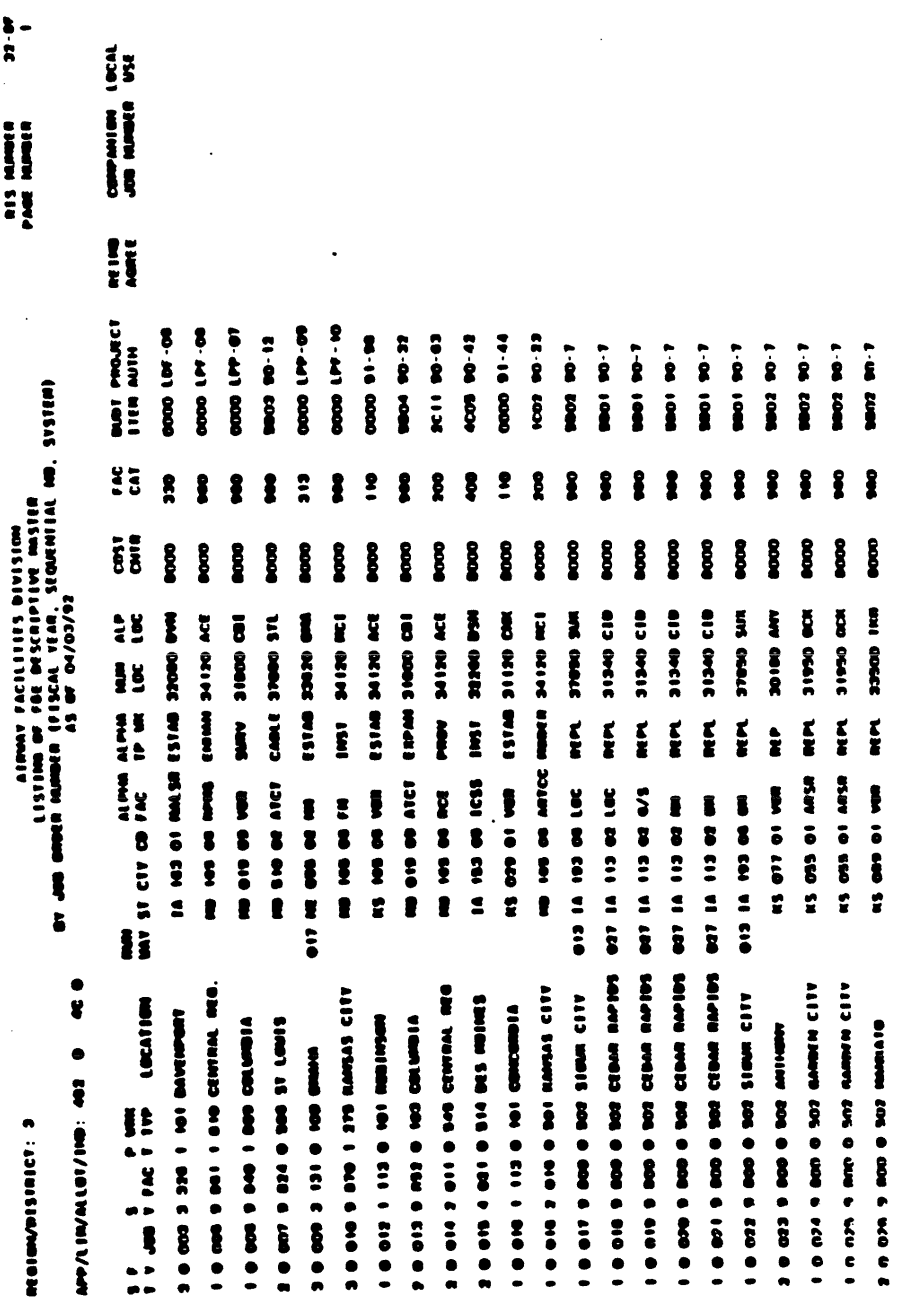
The PMC's are available on either microfiche or hard copy and can be printed out from the RPMMS Utility Menu. It consists of two parts: Part 1 is an accumulation of all MC 1 and 2 items that have been charged to the projects during the progress of project accomplishment. Part 2 is an accumulation of all MC 3 through 7 items. The sources of data appearing on the report are the same as those for the DJO report. The PMC provides (1) a cumulative record of all materiel furnished to a project, (2) the capability to monitor transaction as they accumulate in work-in-process and inventory to ensure that accounts and subsidiary records are accurate, and (3) the required data to promptly close out real and personal property upon project completion.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 11-1. RPMMS PROJECT MATERIEL CUMULATIVE (PMC) REPORT, RIS: 4650-19 PART 2

APPENDIX 1. SAMPLE FORMS AND REPORTS

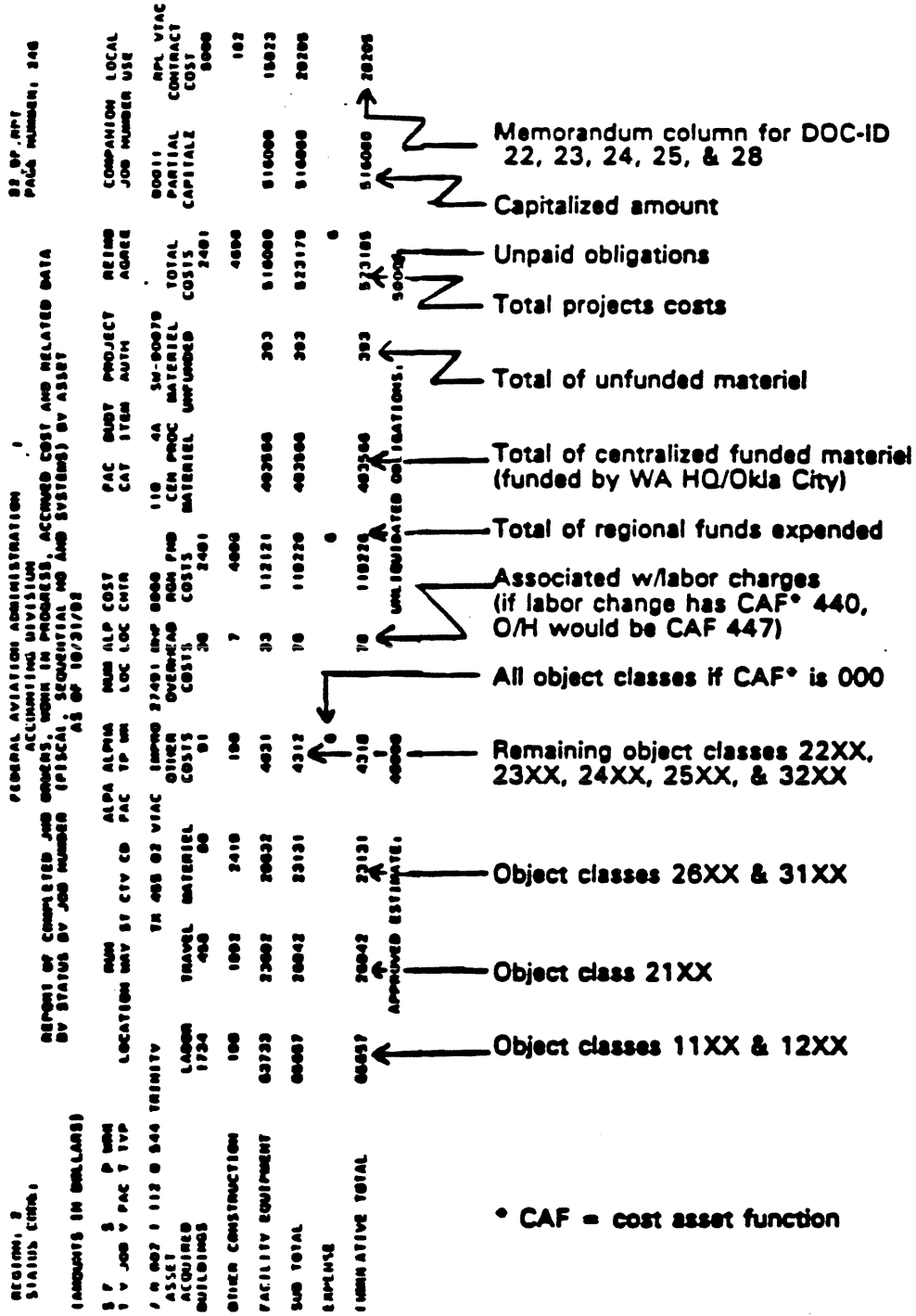
FIGURE 12. AIRWAY FACILITIES DIVISION LISTING OF DESCRIPTIVE MASTER BY JOB ORDER NUMBER (FISCAL YEAR, SEQUENCE NUMBER, SYSTEM), RIS: AA 32-8F



This report is available on either microfiche or hard copy. It is produced monthly, is a summary of all F&E projects within a region, in JON sequence, used as a reference document. It is a cumulative report and each month's listing is current. The previous listing can be discarded.

APPENDIX 1. SAMPLE FORMS AND REPORTS

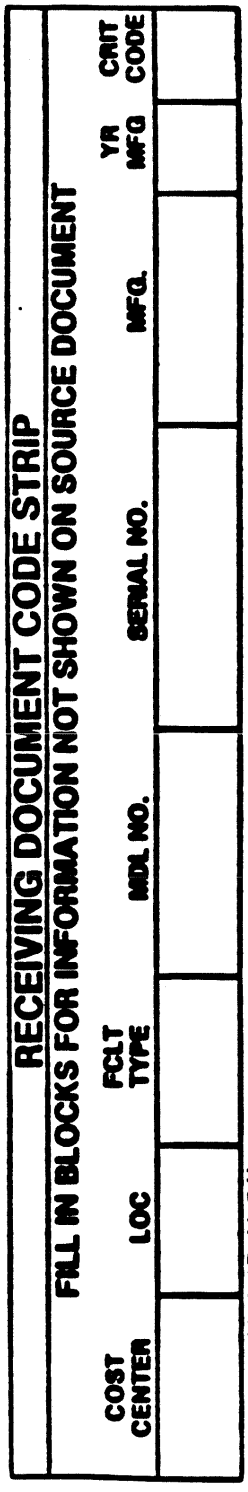
FIGURE 13. DAFIS REPORT OF COMPLETED JOB ORDERS, WORK IN PROCESS, ACCRUED COSTS AND RELATED DATA BY STATUS, BY JOB ORDER NUMBER (FY SEQUENTIAL NUMBER AND SYSTEM) BY ASSET, RIS: AA 32-9F



This report is available on either microfiche or hard copy. It is produced monthly, reflects all cumulative charges against a project. It breaks out the materiel acquired by fund source. It is used to verify that the materiel entries in DAFIS reflect the same coding as recorded in RPMMS. It also indicates if payments made against the project are clearing the unliquidated obligations and reflects the dollars closed from the project.

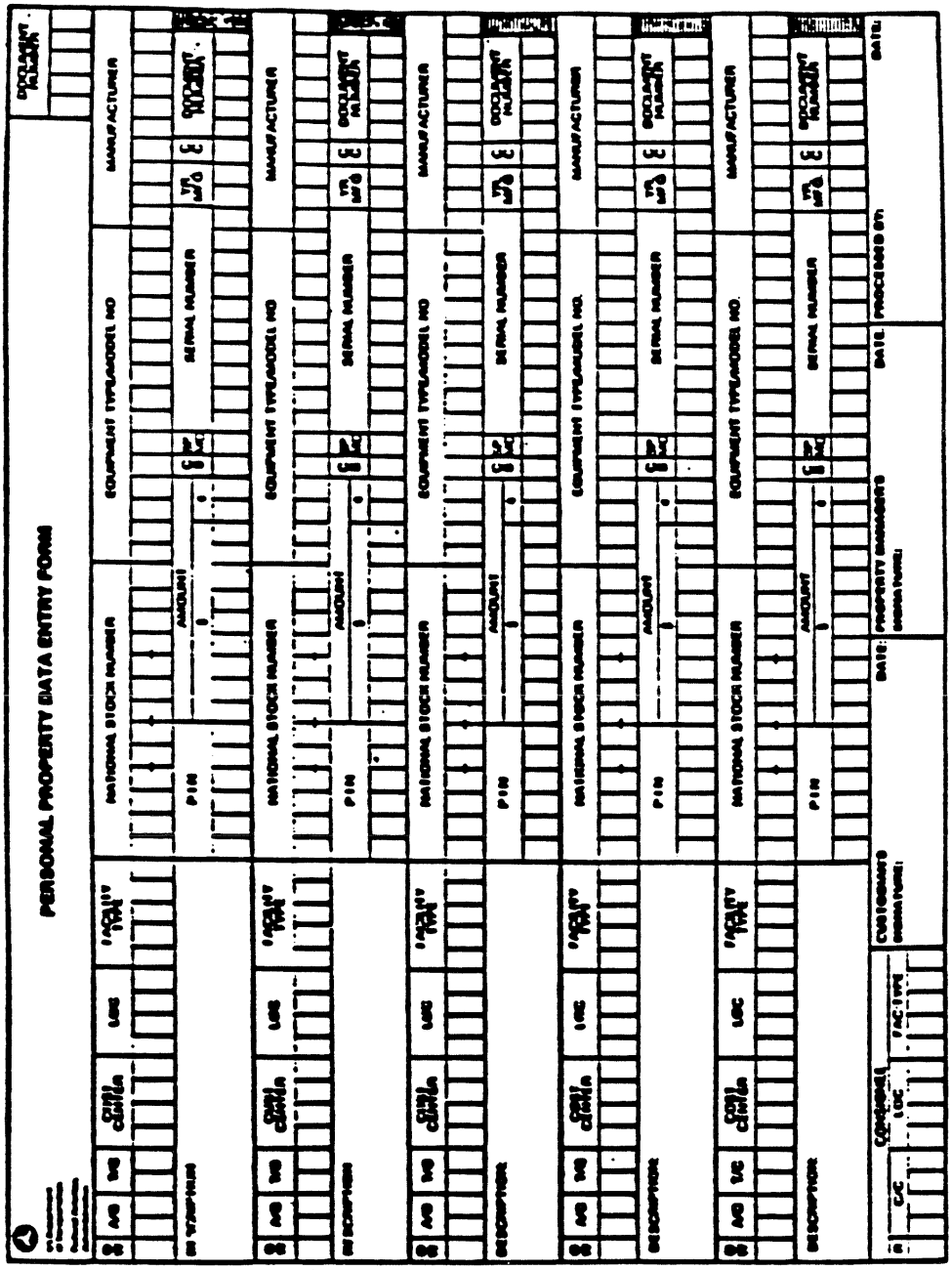
APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 14. RECEIVING DOCUMENT CODE STRIP, FAA FORM 4650-17



APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 15. PERSONAL PROPERTY DATA ENTRY FORM, FAA FORM 4650-18



APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 16. MATERIEL OBLIGATIONS REPORT, RIN: MM260R1

RIN: MM260R1 REGION: [illegible] MATERIEL OBLIGATIONS OCT 92 RAN 11/08/92 AT 1159 PAGE: 33

CAF	JOB	FUND CODE	OBJECT CLASS	COST CENTER	PROG ELEM	DOCUMENT ID	UNDELIVERED ORDERS	ACCRUED EXP UNPAID	EXPENDITURES	TOTAL REGION COST
130	02904	382P0	2600	834V	800	819301F001494308			.22	.22
130	02904	382P0	3100	834V	800	819301F001881305			2.39	2.39
						COST CLASS TOTALS	.00	.00	2.61	2.61
240	02904	382P0	2600	834V	800	819301F001513308			1.86	1.86
240	02904	382P0	3100	834V	800	819301F001740308			18.03	18.03
						COST CLASS TOTALS	.00	.00	19.89	19.89
440	02904	382P0	2600	834V	800	819301F001821305			.02	.02
440	02904	382P0	3100	834V	800	819301F001848305			.21	.21
440	02904	482 0	3121	8050	430	239252P00831 005		90.72-	90.72	
440	02904	482 0	3121	8050	430	239252P00884 004		1,774.98-	1,774.98	
440	02904	482 0	3191	8080	480	239252P00832 008	480.66-		480.66	
440	02904	482 0	3191	8080	480	239252P00832 005	3.34-			3.34-
						COST CLASS TOTALS	494.00-	1,865.70-	2,316.90	3.11-
						MONTHLY DETAIL TOTALS	494.00-	1,865.70-	2,338.89	18.18

This is a DAFIS report generated by the regional accounting offices. It indicates monthly expenditures under Object Class codes, 2600 (material), and 3100 (equipment), identified by Document ID.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 17. MATERIEL REQUISITION/ISSUE/RECEIPT, FAA FORM 4650-12 (TRANSFERRING PROJECT MATERIEL BETWEEN PROJECTS)

MATERIEL REQUISITION/ISSUE/RECEIPT

Type of Transaction ("X" one): ☐ Project Material ☐ Operating Material ☐ In Use Personal Property ☐ Other (specify)

PART A — REQUISITION/TRANSFER

Trans	Voucher Number	Supply Support Code	Cost Center

Requisition Number	Cond Code	Job Order Number	Date Required	PRI	Facility Type

Approved By/Title: For DAN S. WASHBURN, SUPERVISOR, KC STAGING AREA

Outgoing No.: ACE-455 [illegible] | Incoming No.: | Date: 3/31/92

Method of Shipment (Include final carrier, if known): OVERNIGHT TRANS | Batch No.:

Mark For: MC-2 JO-20524 | Date Prepared: 03/30/92 | GBL Number: G 0405557 | No. of Packages: 31EA

Ship To (Consignee): ALLCO EXPRESS COMPANY, 99 FORD LANE, HAZELWOOD, MO 63043, PROJ: STL [illegible] / REQ'D BY: GREG WERNER

From (Consignor): FEDERAL AVIATION ADMINISTRATION, STAGING AREA, 633 HARDESTY, KANSAS CITY, MISSOURI 64124

PART B — PROJECT MATERIEL KEY PUNCH SOURCE DATA

RG	AR	Cost Center	MC	Cost Code	Job Order	GSA Address	WH	FS	Trans	TR	Contract/Document No	PC
1	2	3 4 5 6	7	8 9 10	11 12 13 14 15	54 55 56 57 58 59	60	61	62 63	64	69 70 71 72 73 74 75 76	80

PART C — UNIT IDENTIFICATION

Item No.	National Stock No.	Equipment Type	Item Description	Asset	Quantity	UI	Unit Price	Total Cost
1	5985-01-050-7524 1B010 CREDIT: MC-1 JO-04864 DEBIT: MC-2 JO-20524	D2273 ANTENNA,	UHF/VHF TACO STACK SN: 1001		1	EA	1374.00	1374.00

SIGN AND RETURN THIS COPY TO ACE-[illegible]

PART D — IN USE PERSONAL PROPERTY KEY PUNCH SOURCE DATA (MC-1 & 2)

ATS Loc	Std. Fac. Ident.	OW	R	A	Cost Center	Acq'n. Date	Document No.	Trans.

Accounting Classification | Reimbursement Required ☐ Yes ☐ No | Total

All Items Received, Except As Noted (Signature): [signature] | Title: GSS | Date: 4/92 1374.00

FAA Form 4650-12 (6/88) Page No. ____ of ____ pages

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APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 17-1. MATERIEL REQUISITION/ISSUE/RECEIPT, FAA FORM 4650-12 (TRANSFER/SHIPMENT OF PROJECT MATERIEL TO A CONTRACTOR)

MATERIEL REQUISITION/ISSUE/RECEIPT

Type of Transaction ("X" one)
☒ Project Material
☐ Operating Material
☐ In Use Personal Property
■ Other (specify) GFE on Contract DTFA01-90-Y-01009

PART A — REQUISITION/TRANSFER

Trans	Voucher Number	Supply Support Code	Cost Center

Requisition Number	Cond Code	Job Order Number	Date Required	PRI	Facility Type
			0 0 7 1		

Approved By/Title		Outgoing No.	Incoming No.	Date
Technical Officer ARD-210	Contracting Officer ALG-340			
		Method of Shipment (include final carrier if known): Contractor Pick Up		Batch No.

Mark For	Date Prepared	GBL Number	No. of Packages
GFP DTFA01-90-Y-01009 Task 2			

Ship To (Consignee):
MITECH, INC.
820 First Street NE, Suite 600
Washington D.C. 20002

From (Consignor):
W. F. WHITE, ARD-210
FAA
800 Independence Avenue SW
Washington, D.C. 20591

PART B — PROJECT MATERIEL KEY PUNCH SOURCE DATA

RG	AR	Cost Center	MC	Cost Code	Job Order	GSA Address	WH	FS	Trans	TR	Contract/Document No	PC

PART C — UNIT IDENTIFICATION

Item No.	National Stock No.	Equipment Type	Item Description	Asset	Quantity	UI	Unit Price	Total Cost
1.		IBM PC S/N 10332625150 Inv # 048293			1	ea	$700	$ 700
2.		IBM Video Monitor S/N 0802211 Inv # 046388			1	ea	$200	$ 200
3.		IBM Key-board No S/N Inv # 048295			1	ea	$100	$ 100
							TOTAL	$1,000

PART D — IN USE PERSONAL PROPERTY KEY PUNCH SOURCE DATA

ATS Loc	Std. Fac. Ident.	OW	R	A	Cost Center	Act'n. Date	Document No.	Trans

Accounting Classification: W/X88.0/E150/DTI/2632/261-004

Reimbursement Required ☐ Yes ☐ No — Total

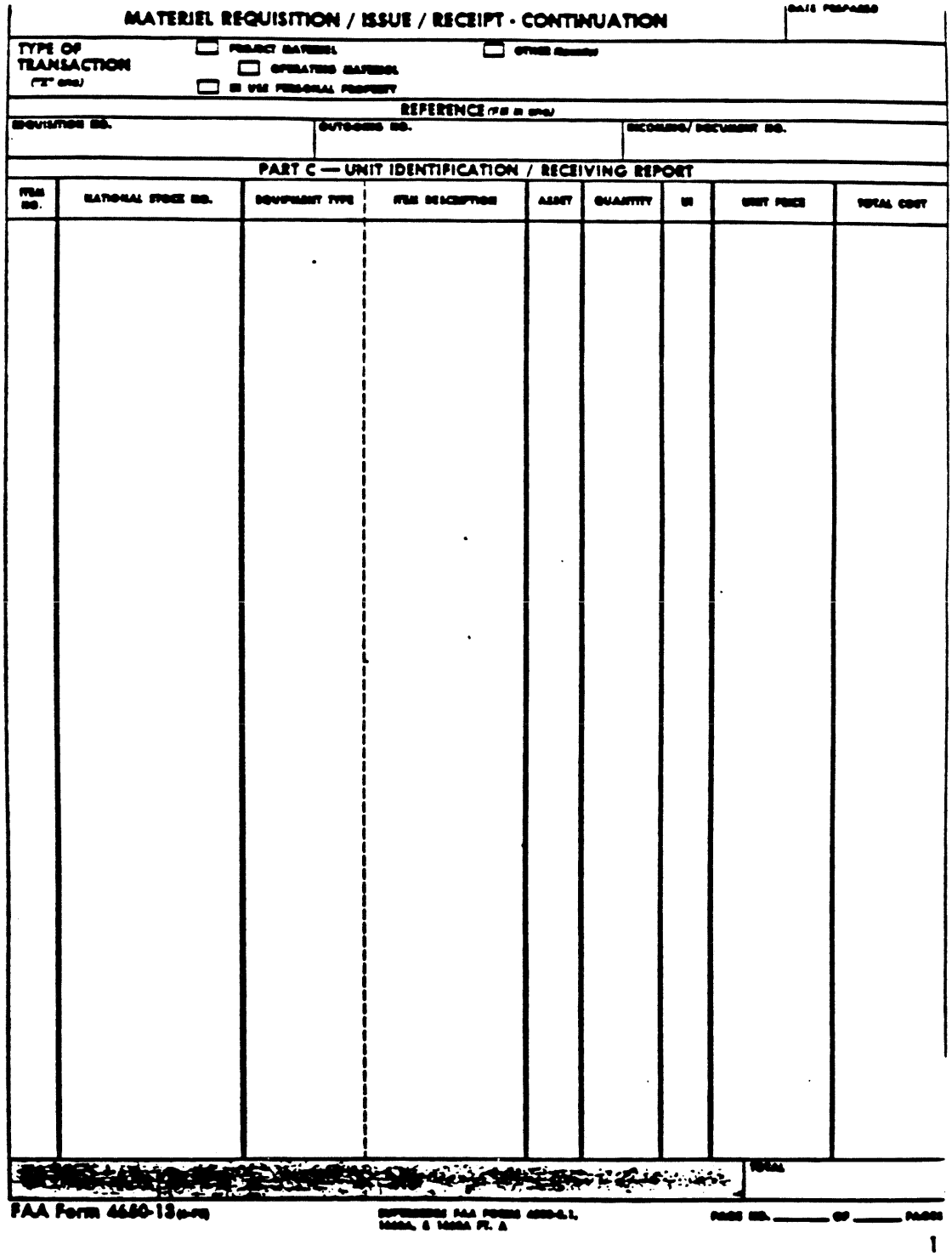
All Items Received, Except As Noted (Signature) — Title: MiTech Inc. — Date: 3-15-91

FAA Form 4650-12 (4-81) Page No. ____ of ____ pages

1

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 18. MATERIEL REQUISITION/ISSUE/RECEIPT, CONTINUATION SHEET, FAA FORM 4650-13



MATERIEL REQUISITION / ISSUE / RECEIPT - CONTINUATION

TYPE OF TRANSACTION ("X" one)

REFERENCE (Fill in one)

PART C — UNIT IDENTIFICATION / RECEIVING REPORT

ITEM NO.	NATIONAL STOCK NO.	EQUIPMENT TYPE	ITEM DESCRIPTION	ASSET	QUANTITY	UI	UNIT PRICE	TOTAL COST

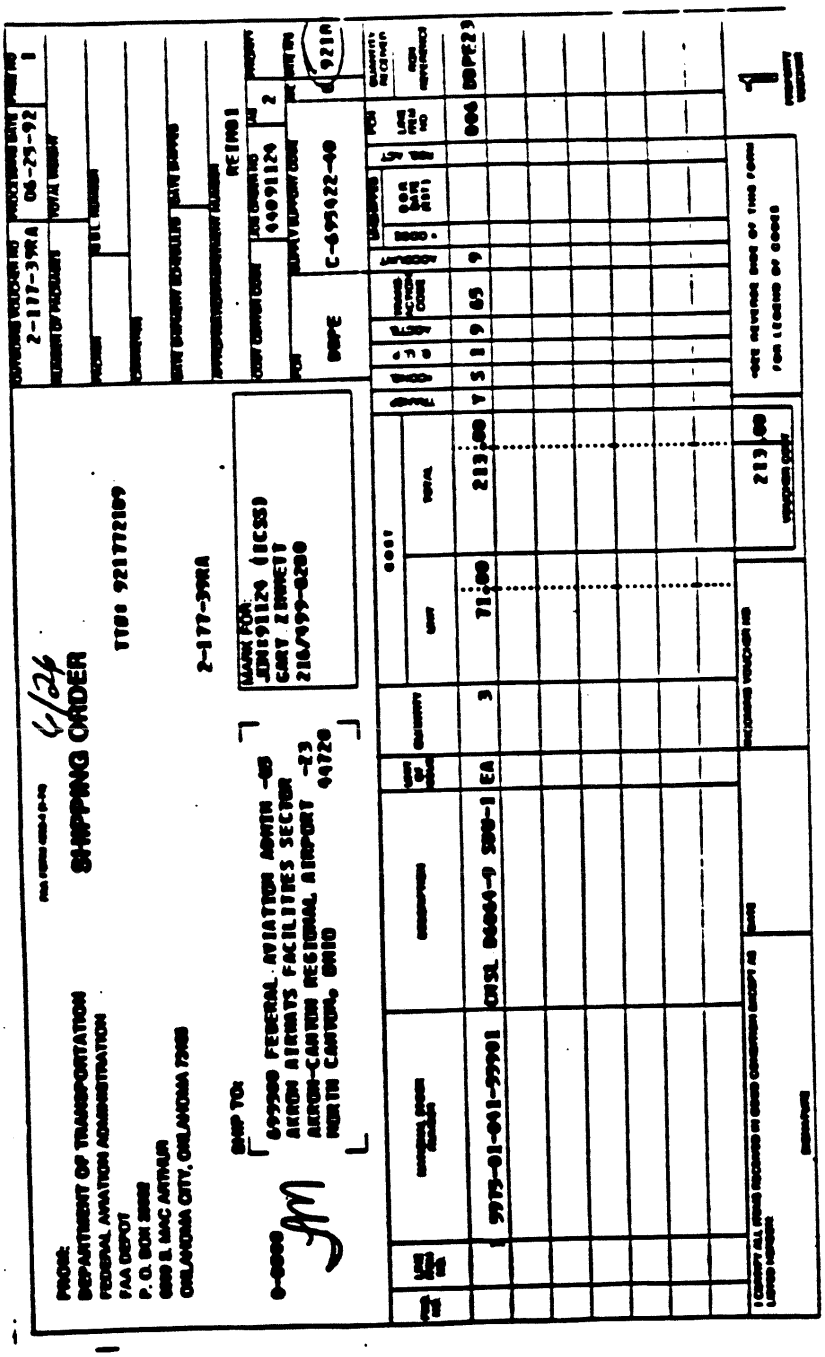
TOTAL

FAA Form 4650-13

1

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 19. SHIPPING ORDER, FAA FORM 4250-4



APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 20. JON CROSS REFERENCE REPORT

TEMC

PAGE 1 OF 3

PROJECT CLOSEOUT — DEC 5, 1991
LOGISTIC REVISION — DEC 9, 1991

JON #: 53537
LOCATION:AUSTIN/ARIZONA
IDENTIFIER:R-KCL-93-0002
AUSTIN — PH.
CITY — STATE

A/COMMERCIAL ACQUIRED PROPERTY
OVER $100(IF APPLICABLE)

NSN	DESCRIPTION	QTY	PART #	SERIAL #	MANUFACTURER	U/PRICE	TOTAL
0002	RECORD FILE	1			VALIANT INDUSTRIES	$1,118.00	$1,118.00
0002	CHOCK ANCHOR	1	71128062		AB CHOCK	$220.50	$220.50
0002	ELLIPSOM	1			VALIANT INDUSTRIES	$190.00	$190.00
0002	WINCH	1			VALIANT INDUSTRIES	$110.00	$110.00
						TOTAL	$1,638.50

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 21. RPMMS QUARTERLY PROJECT MATERIEL MANAGEMENT REPORT, RIS: 4650-20

REGION JAN 0 2 1992 QUARTERLY PROJECT MATERIEL MANAGEMENT REPORT RIS 4650-20 MM510
CENTRAL QUARTER ENDING: 12-31-91

	MC-1 RESERVED	MC-2 WORK-IN-PROGRESS	MC-3 UNASSIGNED	MC-4 COMMON USE HI VALUE	MC-5 COMMON USE LO VALUE	MC-6 RELOCATION	MC-7 EXCESS
CUM OPENING BALANCES	4,896,020.11	25,453,531.41	3,439,169.01	34,867.18	94,811.71	.00	.00
RECEIVED	2,513,764.78	5,366,580.56	569,551.52	.00	29,264.90	.00	.00
ISSUED	2,198,489.72-	1,368,705.79-	27,122.51-	12,878.39-	45,175.10-	.00	.00
TRANSFERRED TO NEW MC	898,972.98-	353,927.82-	144,917.25-	.00	.00	.00	.00
CUM CLOSING BALANCE	4,312,322.19	29,097,478.36	3,836,680.77	21,988.79	78,901.51	.00	.00

TOTAL VALUE OF ALL MATERIEL CLASSES: 37,347,371.62

The Quarterly Project Materiel Management Report (RIS: LG 4650-20) provides a summary of project materiel broken out by materiel classification. It shows the activity against each materiel class for the previous quarter.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 22. F&E IDENTIFICATION TAG

PROJECT
MATERIEL
JON - _____

PROJECT
MATERIEL
JON - _____

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 23. U.S. GOVERNMENT BILL OF LADING, SF 1103

U.S. GOVERNMENT BILL OF LADING — ORIGINAL — B/L NO. ▶ C-2149594

1. TRANSPORTATION COMPANY TENDERED TO: N. American Kroke Transfer. (202)529-6...
2. SCAC
3. DATE B/L PREPARED: 11/3/92
4. ROUTE ORDER/RELEASE NUMBER
5. DESTINATION (Name, address and ZIP code): San Diego, CA 92131
6. SPLC (Dest)
7. SPLC (Orig)
8. ORIGIN (Name, address and ZIP code): St. Paul, MN 55116
9. CONSIGNEE: Federal Aviation Admin./ANP-454, 9920 Scripps Lake Drive, #104/5, San Diego, CA 92131
10. GBLOC (Cons)
11. SHIPPER: Parallax Systems, Corp., 2751 Shepard Road, St. Paul, MN 55116
12. APPROPRIATION CHARGEABLE: 582.0/1/E020/050/2211
13. BILL CHARGES TO: DOT/Federal Aviation Admin./AUA-222, 800 Independence Ave., SW, Washington, DC 20591 — AGENCY LOC CODE
14. VIA: Air Ride Padded Van
15. MARKS AND ANNOTATIONS

M/F: JON 110014 (310)297-1524 - Inside Delivery Authorized.
Alex Matamoros (619-557-6982) at Destination. CARRIER: PLEASE CALL 24-HOURS IN ADVANCE.

16. PACKAGES No.	Kind	17. HM	18. DESCRIPTION OF ARTICLES	19. WEIGHT (Pounds only)	Services	Rate	Charges
			Electronic Equipment Outgoing #730-92-306				
					TOTAL CHARGES		

20. TARIFF/SPECIAL RATE AUTHORITY: Tender # NAVE-167
21. PICKUP SERV. FURNISHED ☐ YES — VEHICLE FULLY LOADED ☐ YES — SHIPPER'S INITIALS
22. CARRIER WAY/FREIGHT BILL NO. AND DATE
23. STOP THIS SHIPMENT AT — FOR:
24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS: INITIALS & NO. | SEAL NUMBERS (APPLIED BY) | LENGTH/CUBE (Ordered, Furnished) | MARKED CAPACITY (Ordered, Furnished) | DATE FURNISHED
25. CARRIER'S PICKUP DATE (Year, month, & day): / /
26a. SIGNATURE OF AGENT
26b. PER
B/L NUMBER: C-2149594
27. MODE | 28. ESTIMATE | 29. NO. OF CLS/TLS | 30. TYPE RATE | 31. FSC | 32. REASON

Received by the transportation company named above, subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.

FOR USE OF ISSUING OFFICE

33a. ISSUING OFFICE (Name and complete address): DOT/Federal Aviation Administration, 800 Independence Ave., SW, Washington, DC 20591
33b. GBLOC
33c. ISSUING OFFICER: Janice Williamson, ASU-730
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY: DTFA01-89-C-00058
33e. DATED
33f. FOB POINT NAMED IN CONTRACT: St. Paul, MN 55116

CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES

34a. DELIVERED ON (Year, month & day): / /
34b. AT (Actual delivery point)
34c. BY (Name of delivering carrier)
34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED ☐ SHORTAGE ☐ DAMAGED
34e. ☐ CARRIER OS&D REPORT ATTACHED ☐ DELIVERY AT DESTINATION FURNISHED ☐ ACCESSORIAL SERVICES CERTIFICATION ATTACHED
34f. NAME OF BILLING CARRIER
34g. SIGNATURE OF CARRIER'S AGENT

*Show also cubic measurements for shipments via ... Fwd. or water carrier in cases where required.

NSN 7540-01-... 1103-123 — STANDARD FORM 1103 (Rev. 4-...) PRESCRIBED BY GSA, FPMR 101 CFR 101-41.3

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 24. INSPECTION REPORT OF MATERIAL AND/OR SERVICES, FAA FORM 256

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

INSPECTION REPORT OF MATERIAL AND/OR SERVICES

1. REPORT NO. DB-11	2. ORDER NO. MOD P00038
3. DATE 9/25/92	4. CONTRACT NO. DTFA01-92-C-00040/F1968-86-C-0065
	5. ITEM NO. FAA CLIN 0028 AC

6. MATERIAL AND/OR SERVICES INSPECTED
Denver, Colorado installation (2) systems

7. CONTRACTOR
Paramax

8. MANUFACTURER
Paramax

9. PLACE OF INSPECTION
Denver, CO

10. SERIAL NO/S (If Applicable)	INSPECTION 11. DATE NOTICE RCVD	12. DATE READY	13. DATE STARTED	14. DATE COMPLETED	QUANTITY 15. REJECTED	16. ACCEPTED
SN-268 Config - I	8/17/92	8/25/92	8/25/92	9/14/92	-	9/14/92
SN-124 Config - C	8/17/92	8/25/92	8/25/92	9/14/92	-	9/14/92

	PREVIOUS REPORT/S	THIS REPORT	TOTAL TO DATE		
17. SUBMITTED	79	2	81	20. QUANTITY ON ORDER	121
18. REJECTED	-	-	-	21. ACCEPTED TO DATE	81
19. ACCEPTED	79	2	81	22. BALANCE REMAINING	40

23. REMARKS
This installation was originally contracted for under the authority of the Air Force prior to MOD P00038. Since that effort was completed after the execution of MOD P00038, an FAA form 256 is now required.
For evidence of PAO approvals, see referenced DD250's 6VL0061
For billing's purposes only CLIN 28AC 2 @ $8042 = $16,084.00

24. INSPECTED BY
S. Core 9-30-92

TITLE
FAA Quality Reliability Officer

THE MATERIALS AND/OR SERVICES LISTED HEREIN HAVE BEEN INSPECTED, OR CERTIFIED TEST DATA HAS BEEN EXAMINED, BY ME OR UNDER MY SUPERVISION. THE MATERIALS AND/OR SERVICES LISTED ABOVE AS ..... CONFORM TO CONTRACT REQUIREMENTS, THOSE LISTED AS REJECTED DO NOT CONFORM AND MAY NOT BE DELIVERED, EXCEPT AS AUTHORIZED UNDER "REMARKS."

25.	TITLE	DATE

(Use Form 256a for Continuation Sheet) PAGE OF PAGES

Form FAA-256 (3-81)

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 25. MATERIAL INSPECTION AND RECEIVING REPORT, DD FORM 250

MATERIAL INSPECTION AND RECEIVING REPORT

F04606-84-D-0060-0001

Page 1 of 3

5

FWA0022

85APR18

S-7,677,736

B

Net 30 Days

31550
ITT Aerospace/Optical Division
3700 E. Pontiac Street
P.O. Box 3700
Fort Wayne, IN 46801

S1501A
DCASMA, Indianapolis
Building 1, Finance Center
Fort Benjamin Harrison, IN 46249

31550 S
"See Block 9"

Federal Aviation Administration
Fiscal Accounting Branch AAA-225
800 Independence Ave. S.W.
Washington, D.C. 20591

FAA/Mike Monroney Aero Center
6500 S. MacArthur Blvd.
Oklahoma City, OK 73125

M/F: F & E Stock
Attn: Receiving Dock, AAC-431C
Contract F04606-84-D-0060-0001

Item No.	Stock/Part No. / Description	Quantity Ship/Rec'd	Unit	Unit Price	Amount
0001	5820-01-097-9805I (8004201-G7) T-1109(V)4/GRT-22(V)UHF Transmitter (Basic Contract Item 0003) PR# DTFA01-84-Z-02003,01;Item 0002	47	EA		
0003	5820-01-034-6087I (8004203-G20) AN/CRR-24(V)10, UHF Receiver (Basic Contract Item 0005) PR# DTFA01-84-Z-02003,01;Item 0004	44	EA		

PROCUREMENT QUALITY ASSURANCE

A. ORIGIN: ☒ PQA ☒ ACCEPTANCE

B. DESTINATION: ☐ PQA ☐ ACCEPTANCE

85APR18
DATE
SIGNATURE OF AUTH GOVT REP
S1501A
TYPED NAME AND OFFICE

RECEIVER'S USE

83520

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 26. PROJECT CLOSEOUT REPORT FOR JOB ORDER XXXXX

BATCH: 002 AS OF 12/05/91 PROJECT CLOSEOUT REPORT FOR JOB ORDER 53573 JOB HK197 REG 3 PAGE NO 1

DOCUMENT NO: D9153573

FIN	COST CNTR	FCLT LOC	FCLT TYPE	RSH	SFT	CONTR	MODEL	SERIAL	YR MFG	O W	ASSET	UNIT PRICE	RECORD NUMBER
	833C	LDI	3144V	FCLTEQP	00					1	61	60,548.00	0001
	833C	LDI	3144V	INSTCHG	00					1	61	50,880.00	0008
	833C	LDI	3145S	FCLTEQP	00					1	61	42,888.00	0002
	833C	LDI	3145S	INSTCHG	00					1	61	36,040.00	0007
	833C	LDI	3155E	FCLTEQP	00					1	61	16,398.00	0003
	833C	LDI	3155E	INSTCHG	00					1	61	13,780.00	0006
	833C	STL	40218	FCLTEQP	00					1	61	6,309.00	0004
	833C	STL	40218	INSTCHG	00					1	61	5,300.00	0005

TOTALS FOR JOB ORDER NUMBER 53573:

32-99 TOTAL	438,546.00
TEST EQPT TOTAL	.00
IN USE TOTAL	.00
FACILITY EQPT TOTAL	126,143.00
INST CHG TOTAL	106,000.00
REAL PROP TOTAL	139,000.00
EXPENSE TOTAL	67,403.00

Provides a listing showing how the dollars from a specific Job Order, were closed out to other inventories (or expensed). It can be printed locally, as needed, and is not generated from RPMMS month-end processing.

APPENDIX 1. SAMPLE FORMS AND REPORTS

FIGURE 27. PROJECT MATERIEL BATCH TRANSACTION CONTROL RPT-PROJECT COMPLETION, RIS: 2700-50

BATCH: 002 PROJECT MATERIEL BATCH TRANSACTION CONTROL RPT-PROJECT COMPLETION RIS AA 2700-50 REC 3 JCN HEL96 PAGE NO 1

AS OF 12/05/91

COST CNTR	M C	JOB ORDER NUMBER	NATIONAL STOCK NUMBER	EQUIPMENT TYPE DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT	ALPHA LOC.	AT CD	W I	P S	O W	FAC TYPE	DOCUMENT NUMBER	RECD NBR
8055	2	330 53573	5820-00-CE0-0636	BLDG LOC	1	5,000.00	5,000.00	LDI	60	I	1		3144V	D9153573	0001
833C	2	330 53573	5820-01-066-0991	ICV PET 66	1	1,078.00	1,078.00	LDI	60	I	1		3144V	D9153573	0002
8055	2	330 53573	5825-00-CE0-0411	GLIDE SLOPE TOWER	1	500.00	500.00	LDI	60	I	1		3144V	D9153573	0003
8055	2	330 53573	5825-00-CE0-0524	OUTER MARKER	1	5,000.00	5,000.00	LDI	60	I	1		3144V	D9153573	0004
833C	2	330 53573	5825-01-150-4616	AFT 1500-0	1	5,444.00	5,444.00	LDI	60	I	1		3144V	D9153573	0005
8055	2	330 53573	5925-00-CE0-0695	GLIDE SLOPE TOWER	2	1,200.00	2,400.00	LDI	60	I	1		3144V	D9153573	0006
833C	2	330 53573	6145-00-660-8054	CBL RG214U	300	0.62	186.00	LDI	60	I	1		3144V	D9153573	0007
833C	2	330 53573	6145-00-669-6672	CBL 1C/6 S	600	0.15	90.00	LDI	60	I	1		3144V	D9153573	0008
833C	2	330 53573	6145-00-765-6710	CBL 12PR/1	4000	0.39	1,560.00	LDI	60	I	1		3144V	D9153573	0009
833C	2	330 53573	6145-00-827-1938	CBL RG213U	600	1.10	660.00	LDI	60	I	1		3144V	D9153573	0010
833C	2	330 53573	6145-01-066-4948	CBL 6PR/19	300	0.37	111.00	LDI	60	I	1		3144V	D9153573	0011
833C	2	330 53573	6145-01-075-3919	CBL 3C/2 6	3500	1.72	6,020.00	LDI	60	I	1		3144V	D9153573	0012
833C	2	330 53573	6145-01-079-1475	CBL 3C/12	600	0.24	144.00	LDI	60	I	1		3144V	D9153573	0013
8332	2	330 53573	6145-01-079-2579	CBL 1C/10	5000	0.13	650.00	LDI	60	I	1		3144V	D9153573	0014
8332	2	330 53573	6210-00-055-5639	EXT2IN. CD	81	4.00	324.00	LDI	60	I	1		3144V	D9153573	0015
8332	2	330 53573	6210-01-083-7367	AIMING DEVICE	1	8.00	8.00	LDI	60	I	1		3144V	D9153573	0016
8332	2	330 53573	6210-01-173-1868	SPARE PKT	18	3.54	63.72	LDI	60	I	1		3144V	D9153573	0017
8054	2	330 53573	8200-00-EN0-0002	20' GLIDE SL TOWER	1	800.00	800.00	LDI	60	I	1		3144V	D9153573	0018
8055	2	330 53573	0000-00-000-0000	MISC SUPPLIES	1	280.00	280.00	LDI	60	I	2		3144V	D9153573	0019
8055	2	330 53573	5825-01-CE0-0681	BO681 GL SLOP BLDG	1	8,472.34	8,472.34	LDI	60	I	2		3144V	D9153573	0020
8053	2	440 53573	5825-01-134-7093	SITE SPARE	1	17,366.00	17,366.00	LDI	60	I	1		3144V	D9153573	0021
8053	2	440 53573	5825-01-144-9464	ELECT GS	1	40,000.00	40,000.00	LDI	60	I	1		3144V	D9153573	0022
8053	2	440 53573	5825-01-144-9465	MID MARKER	1	15,000.00	15,000.00	LDI	60	I	1		3144V	D9153573	0023
8053	2	440 53573	5825-01-145-2209	LOCALIZER	1	30,000.00	30,000.00	LDI	60	I	1		3144V	D9153573	0024
8053	2	440 53573	5825-01-164-4822	CONV EQUIP	1	16,474.00	16,474.00	LDI	60	I	1		3144V	D9153573	0025
8054	2	440 53573	0000-00-000-0000	MISC SUPPLIES	13	229.25	2,980.25	LDI	60	I	2		3144V	D9153573	0026
8054	2	440 53573	0000-00-000-0000	MISC SUPPLIES	1	229.32	229.32	LDI	60	I	2		3144V	D9153573	0026
8054	2	440 53573	5985-00-CE0-0001	2C15-150VE	1	929.73	929.73	LDI	60	I	2		3144V	D9153573	0027
8054	2	440 53573	5985-00-CE0-0001	2C15-150VE	1	929.74	929.74	LDI	60	I	2		3144V	D9153573	0027
8054	2	440 53573	ISSTCHG		1	1,696.24	1,696.24	LDI	60	I	2		3144V	D9153573	0028
							164,396.34		ASSET CLASS						
							164,396.34	.	BATCH TOTAL						
							148,878.72		FUND SRC 1						
							15,517.62		FUND SRC 2						
							0.00		FUND SRC 3						
REC COUNT		30					164,396.34		REGION TOT						

Provides a listing of items closed out from a specific batch number. It can be printed locally, as needed, and is not generated from RPMMS month-end processing.

APPENDIX 2. TERMS AND DEFINITIONS

TERM	DESCRIPTION/DEFINITION
ALPHA FACILITY	Five-digit alpha abbreviation representing a NAS facility; e.g., "ATCT" representing an air traffic control tower, or "ILS" representing an instrument landing system. It is an RPMMS/DAFIS data element and more information can be found in the latest edition of Order 1375.4, Standard Data Elements and Codes Facility Identification and Supplemental Standards.
AREA	One-digit alphanumeric code identifying sub areas within the regions. It is an RPMMS/DAFIS data element.
ASSET CLASSIFICATION	Two-digit numeric used to categorize an item of property. It is an RPMMS/PPIMS data element. Valid entries include: Test/Comm Equipment = 62, 63, or 64 Other Matl Class (In Use Prop) = 11/17, 20, 21, 41/47, 82/83 Inst Facility Equip/Instal Chgs = 61 Real Prop/Expensed Matl = 60
CLOSEOUT	The process of identifying the proper placement of F&E materiel acquired for a project as either expensed, personal, or real property, and the subsequent transfer of personal and real property to their applicable property system.
COST CENTER of	Six-digit code which represents cost collection points, such as organizations, functions, geographical locations, or a combination elements. It is a data element in RPMMS/PMMS and DAFIS. A complete list can be found in Order 1375.4.
COST CODE	Three-digit numeric identifying the cost class of a transaction, configured as follows. See also JOB ORDER SYSTEM CODE. It is a data element in RPMMS/DAFIS. Digit 1 = Cost Class Code Digit 2 = Asset Class Code Digit 3 = Function Code
EXCESS PROPERTY	Property either removed from the system/facility as a result of a job or project residue/unassigned property (MC-3) once a decision has been made that it is no longer required for F&E purposes.
EXPENSE	This term applies to costs incurred by use of F&E funds which do not become part of the capitalized value of the facility.

APPENDIX 2. TERMS AND DEFINITIONS

TERM	DESCRIPTION/DEFINITION
FCLT TYPE	Five-digit alpha numeric consisting of a system of codes that identify and classify facility data to provide information for financial and program management. It is a data element in RPMMS/DAFIS. It is composed of 4 separate entities: **Facility System** = Two-digit alphanumeric which identifies the subsystem in the NAS by facility. **Facility Category** = One-digit alphanumeric which classifies the facility by its primary function. **Facility Type** = Two-digit code, arbitrarily assigned, which uniquely identifies each facility within a category. The first position is restricted to numerics and the second is alphanumeric. **Facility Model** = One-digit code used to differentiate between facilities which have the same facility ID, but are significantly different in terms of the equipment configuration.
FUND SOURCE	One-digit numeric code used to determine the identification of the source of funding for a F&E project. The method of funds/ property control mandated by DAFIS is determined by the fund source. It is a data element in RPMMS/DAFIS. Valid entries are: 1 = **National.** Indicates Washington funded project materiel.
This	fund source should also be used when relocation stock is transferred and when dismantling projects which cannot be identified to the original fund source code but is of a type to be reported to the FAALC. 2 = **Regional.** Indicates project materiel procured by a region. 3 = **Unknown.** Indicates project materiel that either cannot be identified to its initial fund source or is obtained without a change in obligation by the project for which it is assigned.
GOVERNMENT-FURNISHED PROPERTY (GFP)	Shipments of property to a contractor for it to be modified, reconfigured, or incorporated into another item of property. Once the manufacturing process has been completed, the "finished" property is to be delivered back to the FAA. Types of GFP include: (1) **Incorporated Government Property.** Property whose value is not in and of itself increased because it loses its identity by becoming part of another item or equipment or a component of a contract line item. (2) **Modified Government Property.** Property whose value has been increased while retaining its original identity (stock number). (3) **Reconfigured Government Property.** Property which loses its original identity (is assigned a new stock number/description) because of additional value added to it by a contractor.

APPENDIX 2. TERMS AND DEFINITIONS

TERM	DESCRIPTION/DEFINITION
GSA ADDR	Six-digit alphanumeric. A specific address code assigned by GSA to each ordering office. It is a data element in RPMMS/PMMS.
INSTALLATION CHARGES	Materiel installation charges are summarized by asset code and JON as one line item on the PMC Report. These charges as applied to materiel include: Facility Equipment Installation. This is materiel other than capitalizable personal property. Real Property Installation Charges. Materiel; e.g., air conditioning installation hardware, tower hardware, cable, etc., applicable to real property received or procured in the region which shall be treated as installation charges.
JOB ORDER NUMBER	Five-digit alphanumeric code assigned prior to start date of a project by the regional AF division, configured as follows. It is a data element in RPMMS/PMMS and DAFIS. See also
JOB ORDER SYSTEM CODE	1st digit = Last digit of FY in which project funds were authorized; i.e., 1994 would use "4." 2nd-4th digits = "Reserved" sequential number. 5th digit = A system code prescribed in Order 1375.4 which classifies the facility to the system it serves in the FAA plan.
JAI	The JAI is an activity to gain consensus of all involved that projects for facility establishment, improvement, or relocation are completed in accordance with national criteria, and that the facility is capable of performing its advertised functions.
LOCATION	Four-digit alphanumeric code to identify the geographical location of each facility. It is a data element in RPMMS/DAFIS.
MATERIEL CLASSIFICATION	One-digit numeric code designating how regions classify their project materiel inventories. It a data element in RPMMS. 1 = Reserved. Identifies regional project materiel inventory reserved for and identified with a specific JON but being held in stock until needed for the project. 2 = Work-in-Process. Identifies regional project materiel inventory assigned to a specific project and is at the project site for installation. 3 = Unassigned. Identifies regional project materiel inventory not assigned to a project but is held in storage awaiting either an assignment to a project or a determination that it is unrequired.

APPENDIX 2. TERMS AND DEFINITIONS

TERM	DESCRIPTION/DEFINITION
MATERIEL CLASSIFICATION (Continued)	4 = High Value Common-Use Materiel. Identifies regional project materiel bench stock (valued at more than $10.00). 5 = Low Value Common-Use Materiel. Identifies regional project materiel bench stock (valued at less than $10.00). 6 = Relocation Stock. Identifies headquarters-owned project materiel in inventory. It must be authorized, in writing, by the headquarters program office for retention on a rotating basis to provide temporary service while a facility is being relocated or being installed for permanent service in a relocation site. 7 = Excess. No longer used. Excess project materiel should be entered directly into USD without transferring it to this code.
NAS F&E PROJECT CYCLE	The division of all the activities associated with an F&E project into three stages, project inception, materiel management, and completion.
OWNERSHIP CODE	One-digit numeric code used in the agency's PPIMS to denote the ownership of personal property. It is a data element in RPMMS.
PROCESS CODE	1 = digit numeric indicating various system operations and is a data element in RPMMS: 2 = Automatically assigned to first time entries into RPMMS except for SF-44 purchases. 4 = Assigned to line items listing installation charges on the DJO report. Charges are summarized by ASSET CLASS and JOB ORDER and are listed as one item on the PMC. 5 = Assigned by the regional project materiel manager to items on the PMC that are being closed out to personal or real in-use property systems. 9 = Shown on the PMC on all items, including summarized installation charge items.
PROPERTY RESIDUE	Equipment and reusable materiel acquired for the job but not used.
PROJECT COMPLETION STAGE	This stage depicts the process of completing the requirement inventorying, JAI commissioning and physical completion, financial completion, closeout, and financial capitalization.
PCN	Four-digit alpha/numeric code randomly assigned by the computer used to identify a specific project. It is a data element in PMMS.
PROJECT INCEPTION STAGE	This stage depicts the process of requirement identification and approval, budget submission and approval, and development of advance procurement plans.

APPENDIX 2. TERMS AND DEFINITIONS

TERM	DESCRIPTION/DEFINITION
PROJECT MATERIEL MANAGEMENT STAGE	This stage depicts the ongoing efforts at all levels of the agency from the time a PA is granted until the installation of the equipment begins. It includes requirement verification/records management, acquisition, project tracking, shipping and receiving, and inventory management.
PROJECT STATUS CODE	One-digit numeric code signifying the status of a particular F&E project. It is a data element in RPMMS/DAFIS. Valid codes are: 1 = **Active Project.** Identifies projects on which work is currently and actively being performed. 2 = **Reserved Project.** Identifies those projects either unscheduled or on which work has been put on hold, such as a low priority project temporarily deferred pending completion of higher priority work. Only nationally funded materiel charges will be accepted against a project in this status. 3 = **Physically Completed Project.** Identifies physically completed projects on which JAI's have been performed and have been accepted for maintenance by the sector manager. It is pending liquidation of outstanding obligations. Additional obligations may be recorded against a project in this status. 4 = **Financially Completed Project.** Identifies physically completed projects for which all costs pertaining to the project have been recorded in the accounting records at the expended stage, and excess funds have been withdrawn. It designates the point at which full project closeout action required prior to financial capitalization, can take place. 5 = **Closed and Capitalized.** Identifies projects in which all materiel acquired for the project has been cleared from project materiel inventory records with applicable financial ledgers updated and are awaiting financial rollup. 6 = **Financially Expired, Physically Incomplete.** Identifies projects funded by an appropriation which has expired prior to its physical completion. The unfinished portion of the project is to be included under a companion job order funded by a different appropriation. Upon physical and financial completion of the companion job order(s) applicable to the original project, all related job orders should be concurrently changed to project status code 4. Balances applicable to projects in status code 6 may be adjusted upon liquidation of the outstanding obligations. Only nationally funded materiel charges will be accepted. 7 = **Physically Complete, No Additional Charged Allowed.** Identifies physically completed projects on which JAI has been done, and have been accepted for maintenance by the sector manager. Unlike project status code 3, however, no charges are authorized to be made against the project.

APPENDIX 2. TERMS AND DEFINITIONS

TERM	DESCRIPTION/DEFINITION
REGION	One-digit alphanumeric code designating a specific FAA region. They are prescribed in the latest edition of Order 1375.2, Standard Date Elements and Codes-General Standards. It is a data element in RPMMS/PMMS and DAFIS. 1 = Eastern Region (AEA) 2 = Southwest Region (ASW) 3 = Central Region (ACE) 4 = Western Pacific region (AWP) 5 = Alaskan Region (AAL) 7 = Southern Region (ASO) A = Aeronautical Center (AAC) C = Great Lakes Region (AGL) E = New England Region (ANE) N = FAA Technical Center (ACT) S = Northwest Mountain Region (ANM) W = Washington Headquarters
TYPE WORK CODE	Up to five-digit alpha code signifying a description of the type of work to be accomplished as stated on a F&E PA from the national program office; e.g.,"ESTAB" for an establishment project. It is a data element in DAFIS.
WAREHOUSE CODE	One-digit alphanumeric warehouse location code developed by each region to reflect the specific location of F&E materiel in storage. It is a data element in RPMMS.
SSC	Concatenation of REGION, SSC - GSA ADDRESS, and TYPE FACILITY codes. It is a data element in PMMS.
TYPE FACILITY	Five-digit alpha/numeric. First four digits identify the type of facility as described in chapter 2, Order 1375.4. It is a data element in PMMS.
WIM CODE	Two-digit numeric identifying a specific WIM. It is a data element in PMMS.

APPENDIX 3. ACRONYMS

AAP	Advance Acquisition Plan
ABA	Office of Accounting
ABU	Office of Budget
ACO	Administrative Contracting Officer
ADP	Automated Data Processing
AF	Airway Facilities
AMC	Mike Monroney Aeronautical Center
AMQ	Office of Acquisition
ANS	NAS Transition and Implementation Service
APML	Associate Program Manager for Logistics
APP	Advance Procurement Plan
ASM	System Management Service
ASU	Associate Administrator for Contracting and Quality Assurance
BPA	Blanket Purchase Agreement
Call	Call for Estimates
CAI	Contract Acceptance and Inspection
CIP	Capital Investment Plan
CLIN	Contract Line Item Number
CO	Contracting Office(r)
DAFIS	Departmental Accounting and Financial Information
DJO	Detailed Job Order
DO	Delivery Order
DOD	Department of Defense
DRR	Deployment Readiness Review
FAALC	FAA Logistics Center
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures

APPENDIX 3. ACRONYMS

F&E	Facilities and Equipment
FMF	Facility Master File
f.o.b.	Free on Board
FS	Fund Source
GBL	Government Bill of Lading
GFM	Government-Furnished Material
GFP	Government-Furnished Property
GSA	General Service Administration
GSS	General Supply Specialist
ILS	Instrument Landing Systems
ISSAC	Initial Supply Support Allowance Chart
ISWG	Inter Service Working Group
JAI	Joint Acceptance Inspection
JON	Job Order Number
LAN	Local Area Network
LIS	Logistics and Inventory System
LMS	Logistics Management Specialist
MC	Materiel Class
MDFM	Materiel Delivery Forecast Module
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MNS	Mission Need Statement
NAS	National Airspace System
NAILS	National Airspace Integrated Logistics Support
NSN	National Stock Number
OMB	Office of Management and Budget
OPS	Operations
OS&D	Over, Short, and Damaged
OST	Office of Secretary of Transportation
PA	Project Authorization
PCN	Project Control Number
PDC	Program Designator Code
PDSR	Program Director Status Report

APPENDIX 3. ACRONYMS

PO	Purchase Order
PMC	Project Materiel Cumulative Report
PML	Project Materiel List
PMMS	Project Materiel Management System
PMSRS	Project Materiel Shipping/Receiving System
PPIMS	Personal Property In-Use Management System
PR	Procurement Request
PSC	Project Status Code
PSR	Project Status Report
QRO	Quality Reliability Officer
R&A	Requirements and Asset Report
RPI	Real Property Inventory
RPMS	Regional Project Management System
RPMMS	Regional Project Materiel Management System
RTP	Resource Tracking Program
RPR	Real Property Report
SSC	Supply Support Code
TOR	Technical Representative
TSSC	Technical Support Service Contract
TSR	Telecommunication Service Request
USD	Utilization, Screening, and Disposition
WIM	Washington Item Manager

APPENDIX 4. RELATED PUBLICATIONS

ORDER NUMBER	TITLE
1800.58	National Airspace integrated Logistics Support (NAILS) Policy
1375.2	Standard Data Elements and Codes General Standards
1375.4	Standard Data Elements and Codes Facility Identification and Supplemental Standards
1810.1	Major Acquisitions
2500.55	Call for Estimates--Facilities and Equipment
2700.31	Uniform Accounting System Operations Manual
4437.1	Use of Federal/Military Standard Rewquisitioning and Issue Procedures (FEDSTRIP/MILSTRIP)
4453.1	Quality Assurance of Materials Procured by FAA
4630.2	Standard Allowance of Supplies and Working Equipment for National Airspace System Facilities
4650.16	Nationally Furnished Project Materiel Procured by the Washington Headquarters
AC 4650.18	Storage and Transportation Operations
4650.21	Management and Control of In-Use Personal Property
4660.1	Real Property Handbook
4770.3	Transportation and Traffic Management
6030.45	Facility Reference Data File